

General Employment Application Form RS03

Position Applied for: _____

Department: _____

Site Location: _____

Personal Details

Surname: _____ Given Names: _____

Address: (No. and Name of Street) _____

Suburb: _____ Postcode: _____

Home Ph: _____ Work Ph: _____ Mobile: _____

Email: _____

Residency status: Australian Citizen *Permanent resident *student

*temporary working visa *other

(* Please also complete the Department of Immigration Form)

Emergency Contact

Name: _____ Phone No: _____

Mobile No: _____

Health Details

Have you sustained an injury or have a medical condition that could affect your ability to perform the inherent requirements of the position applied for?

Yes No

If yes, nature of Injury: _____ Time lost _____

If yes, did you claim worker's compensation?

Yes No

Employment History

If you are not submitting a full resume, please complete an accurate working history

Employment Dates	Company Name	Position	Duties
e.g. 6/5/98 – 15/8/00	David Jones	Assistant Manager	Rosters, Recruitment, product display

Tertiary Qualifications

Have you completed any tertiary courses, or undertaken any short term training/workshops? (not listed on your resume)

<u>Course Attended</u>	<u>Institution</u>	<u>Year Completed</u>

Miscellaneous

Do you hold a current First Aid Certificate? Yes No
 If yes, what level? _____
 Expiry Date: _____

Do you hold a current Drivers License? Yes No
 If yes, Class: _____
 License Number: _____

Have you ever undertaken training in Occupational Health and Safety? Yes No
 If yes, course: _____
 Year completed: _____

Are you prepared to attend training arranged by the Association? Yes No

Have you previously worked for ParaQuad? Yes No

Where did you see this position advertised? ie: newspaper, seek, website

ParaQuad is an Equal Employment Opportunity employer. If you have a disability and require employment support (i.e. vehicle transfers, personal care, administration assistance) please ask the Recruitment Manager for an "Employee Workplace Modification Form". This should be included with your application and will allow us to assess your suitability to funding and/or provision for adequate employment support.

Department of Immigration and Multicultural Affairs



AUTHORITY TO OBTAIN DETAILS OF WORK RIGHTS STATUS FROM DIMA

EMPLOYEE DETAILS

(As specified in passport or other identity document)

Family Name: _____

Given Name(s): _____

Other Name(s) used (eg maiden name): _____

Date of Birth: ____ / ____ / ____

Nationality: _____

Passport Number: _____

Visa Number: _____

Visa Expiry Date: ____ / ____ / ____

I authorise the Department of Immigration and Multicultural Affairs (DIMA) to release the details of my work rights status (that is, my entitlement to work legally in Australia) to the employer/labour supplier named on this form.

I understand that these details are held by DIMA on departmental files and computer systems. I also understand that the employer/labour supplier will use this information for the purposes of establishing my legal entitlement to work in Australia, and for no other purpose.

Employee Signature: _____

Date: ____ / ____ / ____

IF ALL DETAILS MATCH WITH OUR RECORDS, THE EMPLOYEE'S WORK RIGHTS STATUS WILL BE FAXED TO YOU WITHIN ONE WORKING DAY.

I understand that the information I provide in support of my application will be destroyed 2 weeks after the recruitment process if I am deemed unsuitable for the position for which I am applying, unless otherwise agreed in writing by both parties. The purpose for retaining these documents for a period of 2 weeks is for reference in the event of an applicant's grievance in relation to the recruitment process.

I certify that the information set out above is to the best of my knowledge, true and accurate in every detail. I understand that ParaQuad reserves the right to verify all information on this application and that any false statements will be considered sufficient cause for my rejection as an applicant, or my dismissal if employed.

(Name of Applicant)

(Signature of Applicant)

(Date)