

Employee Application

DIVISION/POSITION APPLIED FOR

PERSONAL DETAILS

Last Name: _____ First Name: _____

Preferred name: _____

Address: _____

Work phone: _____

Home phone: _____

Mobile phone: _____

Email: _____

Type of Transportation: _____

CURRENT QUALIFICATIONS

Qualification/Skill	Institution/Training	Experience (Years, Months)

Are you currently enrolled in College or Technical Training: Yes No

(Check One) If so, List Major or Field of Training: _____

Full-time Part-time Online Other

PREVIOUS EMPLOYMENT (MOST RECENT FIRST PLEASE)

Employer/Company Name	Dates From/To	Position held	Reason for leaving	Office use Initial/date

REFERENCES

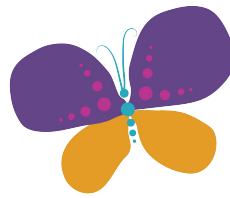
Do you agree to have references contacted in relation to this application? (Check One) Yes No

(Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.) Please provide the details of three professional references who can speak on your behalf regarding your work history. (Excluding Family Members)

Name	Contact number	Position held (for example, supervisor)	Office use check Initial/date

What type of work are you available for? (Check One) Full-time Part-time Casual

Employee Application Cont.



OTHER INFORMATION

When will you be available to start work?	
Please provide any other information that you identify as being pertinent to this application? (for example, medical conditions, disabilities)	

DECLARATION

I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organization.

I understand that this application does not constitute an offer of employment. I understand that, in some cases, background checks will be required and I will be notified if this applies to this application.

Signed _____ Date _____

CONFIDENTIAL *For Office Use*

Only REFERENCE CHECKS

Reference name	Comments	Would re-employ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Initial	Date

Background Check

Comments	<input type="checkbox"/> Yes <input type="checkbox"/> No (Not Neccessary)

OTHER ACTION

Action	Name	Date
Interview arranged for:		
Offer of employment made:		
Position:		
Position Duties Agreed to:		
Policy & Procedure Agreed to:		
Induction due on		
Payroll details entered		
Probationary period expires on:		
NOTES:		
Other		