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APPLICATION FOR EMPLOYMENT

The information on this form is confidential and details will not be divulged to any person without authority unless such person has a statutory right to the information. This form should be completed accurately and signed by the applicant.

Position applied for: _____

PERSONAL DETAILS

Surname: _____

Given names: _____

Address: _____

Telephone Home: _____ Work: _____

Mobile: _____ Email: _____

Are you an Australian citizen? Yes No

If not, do you have a legal right to work? Yes No

(You will be asked to provide proof of your right to work)

Have you ever been convicted and/or charged with a criminal offence which would under law, debar you from working with vulnerable people? Yes No

If yes please provide details _____

PREVIOUS EMPLOYMENT – Show last or present employer first

Employer Name: _____

From: _____ To: _____

Position held: _____

Main responsibilities: _____

Reason for leaving: _____

Employer Name: _____

From: _____ To: _____

Position held: _____

Main responsibilities: _____

Reason for leaving: _____

Employer Name: _____

From: _____ To: _____

Position held: _____

Main responsibilities: _____

Reason for leaving: _____

YOUR SUITABILITY FOR THIS POSITION

Please ensure that you address any essential and desirable requirements stated for the position on a separate attachment.

Have you had or do you currently have any illness, injury or disability (physical or mental) which may affect your ability to carry out the requirements of the position? Yes No

If yes please specify _____

I hold a Licence Type _____ State _____ drivers licence and can drive a manual and automatic vehicle (circle if automatic only)

If my application for this position is successful, I agree to undergo a medical examination at Glenray Industries' discretion and expense. Yes No

Do you have a criminal or court record for any matter that may affect your suitability for the position? Yes No

QUALIFICATIONS (Please attach additional page, if necessary)

Name of Course	Date Completed	Result

If my application for this position is successful, I authorise Glenray Industries to contact the following referees:

Name: _____ Position held: _____
Business: _____ Telephone Number: _____

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Business: _____ Telephone Number: _____

Name: _____ Position held: _____
Business: _____ Telephone Number: _____

I understand that if my application for this position is successful, my permanency will be subject to the satisfactory completion of a three month probationary period.

I confirm that I have not been dismissed from any previous position for misconduct or dishonesty.
Yes No

Should employment be provided, this information will form part of Glenray's information system and records. It may also be used in planning for provision of services.

I give consent to Glenray to use this information for assessment of employment suitability and to contact referees listed for the purpose of this application.

I declare that the information provided by me in this application is true and correct in every particular.

Please note that any false or misleading information given in this application may render the contract of employment liable to termination.

Signature: _____

Date: _____