

Wangka: Goldfields Aboriginal Language Centre

Job application form CONFIDENTIAL

POSITION APPLIED FOR	
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PERSONAL DETAILS		
Surname	Given name	
Preferred name		
Address		
Work phone		
Home phone		
Mobile phone		
Email address		
CURRENT QUALIFICATIONS		
Qualification title	Institution/Training provider	Year completed

Are you currently undertaking study/training? Yes No

Course/program name

Full-time Part-time Distance Other

PREVIOUS EMPLOYMENT (MOST RECENT PLEASE)				
Employer name/Establishment	Dates From/to	Position held	Reason for leaving	Office use

REFERENCES

Do you agree to have references contacted in relation to this application? Yes No

(Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.)

Please provide details of three people who can speak on your behalf regarding your work history.

Name	Contact number	Position held/working relationship (for example, supervisor)	Office use

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Job application form continued **CONFIDENTIAL**

OTHER INFORMATION	
When would you be available to start work?	
Do you have a current driver's licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have the ability to undertake travel as part of your work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
You will provide a Working with Children card	<input type="checkbox"/> Yes <input type="checkbox"/> No
You will provide a national police check	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide any other information that you feel is pertinent to this application. For example: medical conditions, physical capabilities, family responsibilities or visa requirements that may impact on the inherent requirements of the job. <i>Your application will not be discriminated against for stating information in this section and you may choose to tell us rather than write it here.</i>	

DECLARATION

I declare that to the best of my knowledge the information given is true and correct. I understand and agree that any false statements may disqualify me from employment or result in dismissal if employed. I understand that this application does not constitute an offer of employment. I understand that, a National Police Check and Working with Children checks will be required.

Signed _____ Date _____

CONFIDENTIAL For Office Use Only

REFERENCE CHECKS

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

POLICE CHECK

Comments	<input type="checkbox"/> Yes <input type="checkbox"/> No

WORKING WITH CHILDREN CHECK

Comments	<input type="checkbox"/> Yes <input type="checkbox"/> No

OTHER ACTION

Action	Name	Date
Interview arranged for / /		
Offer of employment made		
Position		
Acknowledgment letter sent		
Letter of offer sent		
Induction due / /		
Payroll details entered		
Probationary period expires on / /		
NOTES:		
Application unsuccessful		
Letter of advice sent		
Application to be destroyed on / /		
Other		