

**APPLICATION FOR EMPLOYMENT**

STRICTLY CONFIDENTIAL WHEN COMPLETED

<p><b>Applicant Details</b></p> <p>Date:...../...../20.....</p> <p><b>Last Name:</b>.....</p> <p><b>Given Name:</b>.....</p> <p><b>Address:</b>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>Telephone:</b>.....</p> <p><b>Email:</b>.....</p> <p><b>Driver's License Class:</b>.....</p> <p><b>Expiry:</b>...../...../.....</p> <p><b>Legally entitled to work:</b> YES/NO</p> <p><input type="checkbox"/> Citizen    <input type="checkbox"/> Permanent Resident</p> <p><input type="checkbox"/> Work Visa/Permit-Expiry Date:...../...../.....</p> <p>Work Visa Type:.....</p> <p><b>Education</b></p> <p><b>School:</b> (highest qualification and year completed)</p> <p><input type="checkbox"/> Year 10    <input type="checkbox"/> Year 12    Year:.....</p> <p>School Name: .....</p> <p><b>Tertiary:</b> (highest qualification and year completed)</p> <p><input type="checkbox"/> Technical College    <input type="checkbox"/> University Year:.....</p> <p>Institution Name: .....</p> <p>Qualification:.....</p> <p><b>Languages:</b>..... (Only languages in which you are fluent)</p>	<p><b>Work Application</b></p> <p><b>Location:</b>.....</p> <p><b>Division:</b> (tick the appropriate box)</p> <p><input type="checkbox"/> Administration <input type="checkbox"/> Security <input type="checkbox"/> Others</p> <p><b>Position:</b> .....</p> <p><input type="checkbox"/> Fulltime    <input type="checkbox"/> Part-Time    <input type="checkbox"/> Casual</p> <p><b>Availability:</b> (tick the appropriate box)</p> <p><input type="checkbox"/> Days    <input type="checkbox"/> Nights    <input type="checkbox"/> Weekends    <input type="checkbox"/> Shift Work</p> <p>Details: .....</p> <p><b>Employment History</b></p> <p><b>Current /Most Recent Position:</b></p> <p>Employer:.....</p> <p>Position:.....</p> <p>From: (date):...../...../..... To: (date):...../...../.....</p> <p>Reason for Leaving: .....</p> <p><b>Referees</b> (Who have previously directly supervised your work)</p> <table><tr><td><b>Name:</b>.....</td><td><b>Name:</b>.....</td></tr><tr><td><b>Position:</b>.....</td><td><b>Position:</b>.....</td></tr><tr><td><b>Telephone:</b>.....</td><td><b>Telephone:</b>.....</td></tr></table>	<b>Name:</b> .....	<b>Name:</b> .....	<b>Position:</b> .....	<b>Position:</b> .....	<b>Telephone:</b> .....	<b>Telephone:</b> .....
<b>Name:</b> .....	<b>Name:</b> .....						
<b>Position:</b> .....	<b>Position:</b> .....						
<b>Telephone:</b> .....	<b>Telephone:</b> .....						

**Declaration**

Carefully read the statements below. In some case you are required to strike out the inappropriate statement, Check boxes or complete the statement.

1. I declare that I am eligible to seek work in the country and region stated on this application.
2. I agree to undergo medical examinations as part of the work application process and at any time during my employment by any medical officer nominated by the company, if required.
3. I agree to undergo criminal history checks as part of the work, application process and at any time during my employment, if required.
4. I declare that **I have/have not** (delete the inappropriate response) been found guilty in a Court of Law in **insert country** or elsewhere of fraud or misappropriation of an employers' assets.

If answered "have" state the details:

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5. I declare that **I do /do not** have any illnesses, ailments or medical conditions that may affect me fulfilling any position in the company.

If answered "do" state the details:

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6. **I agree to supply a certified copy of my birth certificate, identity card or passport as proof of identify and eligibility to work when requested by the company. I agree to the company copying these documents and holding the copies on file.**
7. I will be abide by company rules and policies as declared to me, or contained in the staff handbook, notice board or manuals and as amended from time to time.
8. In the event of being requested, I am willing to reveal the contents of any vehicle, bag or other container I may be carrying whilst on the property of the company.
9. I hereby agree that the company may approach any previous employer to discuss my work performance and conduct while an employee of that company.
10. I will agree to retain the confidentiality of company documents ,systems, manuals and financial reports and I understand that not doing so may be grounds for my dismissal.
11. I authorize **insert company name** to secure any information regarding myself and I hereby release any person, firm or institution of all liability for any damage whatsoever issuing from such information.

12. Applications for employment will be kept on file for four (4) months. If you do not wish your application to be kept on file for future employment opportunities please tick this box  and your information will be destroyed.

I further declare that the statements made by me in this application are true and complete and I understand that the false statement or dishonest answer renders me liable for dismissal.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_