

## Employment Application Form

<b>Position being applied for</b>
Position:
When can you start:
Desired employment status: Casual / Part time / Full time
Salary expectation for the applied position:

<b>Personal details</b>	
Family name:	Given name:
Other names you have had in your past:	
Residential address:	
Postal address ( <i>Please state AS ABOVE if same</i> ):	
Home telephone:	Mobile:
Email address:	
Country of birth:	
Are you an Australian Citizen or Permanent resident? (Please circle) YES / NO	
If Yes, please attach proof of status	
If No, please indicate your visa type: _____	
<i>Please provide proof of residency status</i>	

<b>Name of emergency contact</b>		
Family name:	Given name:	Contact No:
Relationship:		

<b>Previous employment details (Most recent first)</b>	
Company name:	<u>Duties/responsibilities:</u> _____ _____ _____
Company address:	
Company phone number:	
Job title:	
Pay rate:	<u>Reason for leaving:</u> _____ _____ _____
Start date:	
End date:	
Name of referee to verify your work details:	
Referee contact number:	

<b>Previous employment details</b>	
Company name:	<u>Duties/responsibilities:</u> _____ _____ _____
Company address:	
Company phone number:	
Job title:	
Pay rate:	<u>Reason for leaving:</u> _____ _____ _____
Start date:	
End date:	
Name of referee to verify your work details:	
Referee contact number:	

<b>Previous employment details</b>	
Company name:	<u>Duties/responsibilities:</u> _____ _____
Company address:	

Company phone number:	_____
Job title:	_____
Pay rate:	_____
Start date:	_____
End date:	_____
Name of referee to verify your work details:	<u>Reason for leaving:</u>
Referee contact number:	_____

Previous employment details	
Company name:	<u>Duties/responsibilities:</u>
Company address:	_____
Company phone number:	_____
Job title:	_____
Pay rate:	_____
Start date:	<u>Reason for leaving:</u>
End date:	_____
Name of referee to verify your work details:	_____
Referee contact number:	_____

Qualifications. List details of your previous education including courses you are currently studying. Please attach supporting documentation from all studies undertaken i.e. High School, Diploma of Business, Bachelor of Business			
Qualification	Name of the Institute	Country	Year of Award

Medical conditions
Do you have, or have you had, any medical condition, including physical condition, drug or alcohol dependency, injury or psychiatric condition which may affect your capacity to carry out the requirements of the position being applied for, or if by carrying out the duties of the position, will your medical condition or health could be adversely affected? Please circle.
YES / NO
If YES, please give the full details and advise what adjustments may be required to enable you to carry out the inherent requirements of the job.

**Please read the following section and sign in the space provided below**

I certify, to the best of my knowledge, that the information given in this Form and all other job application documentation is true and correct. I understand that by providing false information in this form and other job application documentation could negate any future application made for workers' compensation and/or could lead to disciplinary action up to and including termination of employment.

I authorise Sydney Metro College to obtain and use any necessary personal and sensitive information disclosed in my application documentation and during the recruitment and selection process, including information obtained from my nominated referees, to determine my suitability for the position.

I consent to undergo a national police check or working with children check where legislation requires Sydney Metro College to do so, or where it is deemed necessary having regard to the position requirements or Sydney Metro College's duty of care to staff, volunteers and service users.

I am entitled to work in Australia and consent to Sydney Metro College to verify my right to work with the Department of Immigration and Border Protection if required.

I agree to undergo a medical examination prior to, or as a condition of, my employment if required to do so. I further consent to Sydney Metro College using the information resulting from such examinations to determine my suitability for the position.

I understand that Sydney Metro College is subject to the relevant provisions of State, Territory and Federal laws regarding the requirement to disclose criminal records, the right not to disclose spent convictions and the laws on defamation. I understand that all information provided by me will be treated in confidence and will not be disclosed to anyone without the need to know the information.

I understand that Sydney Metro College will only use information collected during the recruitment and selection process for the purposes of that process, or a closely related secondary purpose, and that the information will not be used for any other purpose without my written consent.

**Applicant name:** \_\_\_\_\_

**Applicant signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_