



FORM | pre-employment application form

PERSONAL HISTORY

Last name		First names	
Address			
Suburb		State	Postcode
Telephone number			
Email address			
Aboriginal / Torres Strait Islander <input type="checkbox"/> Yes <input type="checkbox"/> No			
Position applied for			
Second preference			

EDUCATIONAL HISTORY (please attach certified copies of qualifications)

Highest qualifications achieved		
Date	Qualification	Institution

Trade or other qualifications (please attach certified copies)

EMPLOYMENT HISTORY (please list your CURRENT position and your FOUR previous positions; please attach interstate and international experience if applicable)

Organisation	Position	From	To	Reason for leaving

REFEREES (please give – where possible – the name of your immediate supervisor / manager in your last three positions)

Name	Relationship to you	Organisation name	Phone number

EQUAL EMPLOYMENT OPPORTUNITY

Do you require any special assistance or support in the workplace – i.e. special or modified equipment?
 Yes No

If yes, please specify:

ENTITLEMENT FOR EMPLOYMENT

Are you an Australian citizen for taxation purposes? Yes No
 Do you have a current Visa? Yes No
 If yes, what type Visa Number:

HEALTH & SAFETY

1. Are you able to fulfil the inherent requirements of this position? Yes No
 2. If required, do you consent to a medical examination, to determine your capacity to safely perform the inherent requirements of the position I am applying for. Yes No

PRE-EXISTING INJURY OR DISEASE DISCLOSURE STATEMENT

The Sebel, Yarrowonga Silverwoods is committed to providing a safe working environment for all employees. As part of this it is our objective to ensure potential employees are not required to work in duties they are not able to perform safely. As part of the application process for employment we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for as described in the Position Description.

Pursuant to S.82(7) and (8) of the Accident Compensation Act, you are required to disclose to The Sebel any pre-existing injury or disease you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the Accident Compensation Act should you suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of employment with The Sebel. We will rely upon any failure to disclose in accordance with the provisions of the Accident Compensation Act as grounds for denying compensation in accordance with S.82 (7) and (8).

Should any alteration, change or rearrangement be necessary to enable you to effectively carry out the inherent requirements of the position, we also request that you disclose these requirements.

The Sebel, Yarrowonga Silverwoods is an equal opportunity employer and will arrange any reasonable adjustment which would allow a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for the position.

DISCLOSURE ADVICE (to be completed by applicant)

Please disclose in the space below any pre-existing injuries or diseases you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with The Sebel, Yarrowonga Silverwoods (attach a separate page if necessary).

I confirm I have read and understood the contents of the above information and state I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant:

POLICE CHECK

I consent to a Police Check Yes No
 Have you been a resident of a country other than Australia since turning 16 years of age? Yes No
 If yes, you will be required to provide an international police check.

DECLARATION (to be completed by applicant)

I declare all the information I have provided in relation to my application for this position is true and correct. I understand any false or misleading information given in this application may render my employment agreement, if I am appointed, liable to termination. If I am the successful applicant for this position, I declare I will notify all relevant authorities (if required to do so), that I have gained employment.

Signature of Applicant Date/...../.....

PRIVACY

Any information contained or provided in response to this application will be treated as private information and will only be used in conjunction with this application. If you are employed, it will be part of your personal record. If you are unsuccessful it will be shredded within one month of advice to you your application was not successful.

OFFICE USE ONLY

Employment Authorised and Contract Validated By: Name:	Signature: Date:
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