



Non Driver Job Application Form

Position applied for: _____ Date: _____

Personal details

Given name: _____ Family name: _____

Preferred name: _____

Address: _____

Telephone Daytime: _____ Mobile: _____

Email: _____

What type of work are you available for? (tick one) Full time Part time Casual

When will you be available for work? _____

Are you an Australian citizen? YES NO

Education / Training courses (most recent to least recent)		
Grade / Course obtained	School / Institution / training provider	Year completed

Current Qualifications		
Qualification title	Institution/training provider	Year completed

Are you currently undertaking study/training? (tick one) Yes No

If yes, course/program name: _____

(tick one) Full time Part time Distance Other



Applicant's Statement of experience relevant to position:

Type of experience i.e. management	Application and Industry i.e. supervising 5 staff on weekends at a customer call centre	Years of Experience 2	Last completed Nov 2009

Previous Employment History (most recent first)

Employer name/ establishment	Dates from/to	Position	Reason for leaving

Do you agree to have referees contacted in relation to this application? (tick one)

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 No.	Position / working relationship (e.g. supervisor)	Office use check initial/date



Medical Information

Please provide any other information that you identify as being relevant to this application (e.g. medical conditions, disabilities that impact on your ability to undertake the inherent requirements of the position applied for). *Please read the Declaration section below and supply relevant, true and correct information.*

I agree to undertake a pre-employment medical at the businesses expense
i.e. health and drug screening YES NO

Have you ever been dismissed due to, charged or convicted of an offence? YES NO

Declaration

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

Signed: _____ Date: _____

For office use only

Confidential – reference checks

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

Action

Interview arranged for: (date) _____

Offer of employment made Position: _____

Letter of advice sent: (date) _____ By: (name) _____

Letter of appointment signed: (date) _____ By: (name) _____

Induction due on: (date) _____ Probationary period expires on: (date) _____

Payroll details entered: (date) _____ By: (name) _____

Notes _____

Application unsuccessful

Letter of advice sent: (date) _____ By: (name) _____

Application to be destroyed on: (date) _____

Notes _____