



**HRO 2.1.5**  
**Human Resource Services**  
**APPLICATION FOR EMPLOYMENT**  
 An Equal Employment Opportunity Employer

**You must fill in all fields and all spaces as required**

Title of Position applied for:	Department/Facility:
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**SECTION 1: PERSONAL INFORMATION**

DR	MR	MRS	MISS	MS	Date of Birth:	Town/Country of birth:
Surname:					Given Names:	
Residential Address:						
Suburb:					Post Code:	
Email Address:						
Home:		Mobile:		Work:		

**SECTION 2**



Circle appropriate answer

Are you an Australian Citizen or Permanent Resident?	Yes	No
If no, do you hold a current work permit?	Yes	No
If you hold a work permit, please provide details:		
Do you have partner/relative(s) working at Carrington?	Yes	No
If yes, please give name(s) of relative(s)		
Have you previously worked for or applied for a position at Carrington?	Yes	No
If yes, please provide details (dates and position)		
Do you intend to hold another position other than the one you are applying for?	Yes	No
If yes, please provide details (position)		
Are you registered with JSA (Job Services Australia)	Yes	No
If yes, please provide details		

**SECTION 3: EDUCATION**

**1. SECONDARY (HIGH SCHOOL)**

Highest Qualification:	School:	Year Taken:
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**2. TERTIARY EDUCATION**

Degree/Diploma/Certificate	Institution	Year

**3. ANY OTHER TRAINING/COURSES/QUALIFICATION**

Qualification Gained	Institution	Date Gained

Do you have a current driver's licence?	Yes	No	Valid to:	
Licence Number:			Class:	
Do you hold a current first aid certificate?	Yes	No	Valid to:	

**SECTION 4: EMPLOYMENT HISTORY**



Please list where you have worked before. Include overseas as well as Australian work experience. Voluntary work experience may also be included. If the space provided below is insufficient, please attach extra pages to this form.

Period		Name of Employer	Position held and description of main duties and responsibilities
From	To		



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List any skills, interests or particulars which you believe may assist with your application.

Languages (please list below languages spoken or written fluently (other than English):

**SECTION 5: HEALTH AND EMPLOYMENT**



Applicants are asked to complete all of the Health and Employment Declaration. The information is necessary in order to assess each applicant's suitability for employment. This information is confidential.

Do you have an active workers' compensation claim lodged?	Yes	No
Do you have a disability arising from a workers' compensation claim?	Yes	No
Are you aware of any circumstances regarding your health which may interfere with the satisfactory discharge of the duties of the position for which you are now applying?	Yes	No

If yes to any of the above questions, please give details.

**Do you agree to the following:**

- To undergo a medical examination?

Yes	No
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**SECTION 6: EMPLOYMENT CHECKS**

Have you ever been convicted of a criminal offence?	Yes	No
Have you ever been convicted of a sexual offence?	Yes	No
Have you had any conviction of a violent offence in the past 10 years?	Yes	No

If yes to any of the above questions, please give details.

**Do you agree to the following:**

- Undergo an Australian National Police Check?
- Complete a Prohibited Employment Declaration (Working with Children Check)

Yes	No
Yes	No



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**SECTION 7: NOMINATED REFEREES**

<b>Name:</b>		<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>		<b>Position:</b>	
<b>Relationship:</b>		<b>Relationship:</b>		<b>Relationship:</b>	
<b>Employer:</b>		<b>Employer:</b>		<b>Employer:</b>	
<b>Ph:</b>		<b>Ph:</b>		<b>Ph:</b>	

**SECTION 8: APPLICANT'S STATEMENT**

**I understand and agree:**

1. That the terms and conditions of my employment will be in accordance with the appropriate Industrial Award or Agreement & By-Laws of Carrington.
2. That any statement on this form which is found to be deliberately misleading will make me, if employed, liable to dismissal.
3. To undergo a pre-employment assessment.
4. That Carrington will conduct a criminal record check upon my appointment and on a 3-yearly basis.
5. That Carrington is a smoke-free workplace.

<b>Signature:</b>		<b>Date:</b>	
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