



APPLICATION FOR EMPLOYMENT

SECTION 1 PERSONAL DETAILS

Title: Mr Mrs Ms Miss Other

Surname _____

Other Names: _____

Address: _____

Home Phone: _____

Work Phone: _____

Mobile Phone: _____

E-mail _____

Are you legally entitled to work in Australia? Yes No

What proof can you provide that you are legally entitled to work in Australia?
(tick most appropriate)

- Originals of: Australian Birth Certificate
 Australian Citizenship Certificate
 Australian Passport
 Certificate of evidence of resident status
 Valid visa with work rights

Do you have a current Drivers Licence?

- Yes, provide number _____
 No

SECTION 2 EMPLOYMENT HISTORY (CURRENT OR MOST RECENT FIRST)

Three most recent and/or current employers (please list):

Current Employer (full name and address):

Dates (from/to):

Position & Duties:

Reason for leaving:

Supervisor/Manager's Name:

Employer (full name and address):

Dates (from/to):

Position & Duties:

Reason for leaving:

Supervisor/Manager's Name:

Employer (full name and address):

Dates (from/to):

Position & Duties:

Reason for leaving:

Supervisor/Manager's Name:

SECTION 3 EDUCATION AND QUALIFICATIONS

Type	School/College/ Institution Name	Date To/From	Level Achieved Result
Secondary School			
Trade Qualifications			
Tertiary Qualifications			
Professional Courses			
Others			

SECTION 4 POSITION PARTICULARS

Type of employment sought (please tick): Full Time Part Time Casual

Relevant tickets and/or licences held:

Licences/ Tickets

Ticket Number

Expiry Date

SECTION 5 REFEREES NOMINATED

Referee's Name: _____

Position Held: _____

Employer: _____

Phone _____

Address: _____

Referee's Name: _____

Position Held: _____

Employer: _____

Phone _____

Address: _____

SECTION 6 HOBBIES & INTERESTS

SECTION 7 MEDICAL CONDITIONS

Please Note: You may be required to undergo a pre-employment medical to verify your fitness to work at the Haynes Group.

Do you have any illness, injury or disability that would prevent you from fully carrying out all of the duties of the position applied for? Yes
No

If yes please give details _____

SECTION 8 PROFESSIONAL/ASSOCIATION MEMBERSHIPS

Organisation

Membership Status

Renewal Date

Please Note:

1. All applications will be treated confidentially and fairly.
2. All applications will be retained on file for 6 months. A further application will be required after that date should you take an interest in a position.
3. This information will be used for recruitment and selection purposes only.

I authorise the Haynes Group to obtain any information regarding my previous employment and to contact nominated referees.

I also declare that the information contained in this employment application is true, complete and correct in every detail, to the best of my knowledge and belief.

I acknowledge and accept that a false statement or dishonest answer to any question may be grounds for my being asked to show cause as to why my employment should not be terminated should my application be successful.

Applicant's Signature: _____ Date: _____

