

APPLICATION FOR EMPLOYMENT

Position applied for _____ **Location** _____

Personal Details

Title (Mr/Mrs/Miss/Ms/Other) _____

Surname _____

Given Names _____

Home Address _____

Home Phone _____

Mobile No _____

Email _____

Are you an Australian citizen? Yes ☐ No ☐

If no, are you a permanent resident? Yes ☐ No ☐

If no, do you have a work visa? Yes ☐ No ☐

Do you hold a current Drivers Licence? Yes ☐ No ☐ Class _____

Do you have your own means of transport? Yes ☐ No ☐

Do you hold a current First Aid Certificate? Yes ☐ No ☐

Do you have a current Police Check clearance (no more than 6 months old)? Yes ☐ No ☐

Do you have a current Working with Children Check? Yes ☐ No ☐

I have completed the NDIS Worker Orientation Module "Quality, Safety and You" (available at www.ndiscommission.gov.au/workers/training-course) and a copy of my Certificate of Completion is included with my application Yes ☐ No ☐

Please note that under Greystanes policy, a National Police Check and Working with Children Check must be provided by all potential employees prior to commencing employment. It does not necessarily disqualify an applicant.

Please list any formal qualifications you have that are relevant to the position.

Do you have any pre-existing conditions that may/will interfere with or prevent you from carrying out the duties of the position? Yes ☐ No ☐

If yes, please provide a brief description: _____

If you have a disability, please describe any adjustments to the workplace you may need to be able to do the job you are applying for?

Do you require any special arrangements at an interview? Yes ☐ No ☐

If yes, please provide details: _____

Are you currently on a Worker's Compensation Return to Work Plan? Yes ☐ No ☐

If so, are there restrictions to take into consideration for the job you are applying for?

Formal recruitment processes include: Interview, reference checks, Criminal History Check, Workers Compensation Check and may entail a medical check with a Greystanes approved medical practitioner. Are you willing to go through this process? Yes ☐ No ☐

Referees

Please provide the details of at least two work-related referees. Your referees should be a current and/or previous employer and have worked with you in a supervisory capacity. You should seek permission from your proposed referees before Greystanes contacts them.

1. Name _____
Company _____
Contact No. _____
Email _____

2. Name _____
Company _____
Contact No. _____
Email _____

I give consent to Greystanes Disability Services to seek verbal or written information about me from previous employers and/or referees and authorise the information sought, to be released.

I confirm that the information I have provided is true and accurate to the best of my knowledge.

Signed _____ Date _____

Please ensure the following documents and/or information is provided along with this application:

- ☐ Your resume
- ☐ Your claims to the selection criteria
- ☐ Proof of right to work/citizenship (if necessary).

The personal information obtained about you will only be used to assess your suitability for employment. Personal details of unsuccessful applicants will be destroyed after 3 months.