| **Job application for the position of:**  **Job type:** ☐ Full-Time ☐ Part-Time ☐ Casual ☐ Contractor | |
| --- | --- |
| **Full Name:** |  |
| **DOB:** |  |
| **Gender:** | ☐ Female ☐ Male ☐ Other ☐ Prefer not to specify |
| **Address:** |  |
| **City:** |  |
| **Postcode:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **Date of application:** |  |

| **Are you an Australian citizen or permanent resident? *If yes, disregard the next question.*** | ☐ Yes ☐ No |
| --- | --- |
| **Please specify your current visa and working current conditions:** |  |
| **Do you hold a current driver's licence?** | ☐ Yes ☐ No |
| **Licence number:** |  |
| **Do you hold a current NDIS Worker Screening Check?** | ☐ Yes ☐ No  If yes, NDIS number:  Expiry date: |
| **Do you hold a current Working with Children Check?** | ☐ Yes ☐ No  If yes, number:  Expiry date: |
| **Please specify any relevant training and qualifications you hold:**   * *E.g: Qualifications, certificates and diplomas* * *AHPRA, APA, AASW, APS registration etc* * *NDIS Orientation Module* * *Infection, Prevention and Control Training* |  |
| **Please specify any other training that you have obtained to assist you in performing the duties of the role you are applying for:** |  |
| **Preferred start date with the employer:** |  |
| **Please specify the details of your secondary employment, if applicable:** |  |

| **Do you identify as:**  ☐ Aboriginal / Torres Strait Islander  ☐ Pacific Islander  ☐ Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Within the past 10 years, have you received a court conviction for any criminal offence or are you presently facing charges before any court that may have an impact on your suitability for employment with this organisation?**  ☐ Yes  ☐ No  If you answered yes, please provide details. Please note that you are not required to disclose convictions that have been deemed spent in accordance with applicable spent convictions legislation.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *It is important to note that having a criminal record does not automatically disqualify you from being considered for employment. Applicants with prior convictions are encouraged to discuss the relevance of their convictions, if any, to the position they are applying for with the interviewing panel.* |

| **Are you currently aware of any health conditions or factors that could hinder your ability to effectively perform the duties of the position? This includes but is not limited to existing or potential exposure to infectious diseases, regular intake of medication or treatment (on a daily, weekly, or monthly basis).**  ☐ Yes  ☐ No    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**Declaration**

| I hereby declare that all the information provided in this form is true and accurate to the best of my knowledge. I understand the gravity of making false declarations and acknowledge that knowingly providing false information is considered a serious offence punishable under the law as wilful and corrupt perjury.  I confirm that the information stated is complete, and I have not withheld any information concerning my past or present state of health. I agree to undergo a health assessment by a medical practitioner if deemed necessary by the Department.  I am aware that I may be required to undergo health assessment or testing and I understand that this application may be upon a reference check in order to support the pre-employment process.  I understand that any deliberate misrepresentation, misleading answer, or material omission related to the questions mentioned above may render me ineligible for employment or, if already employed, subject to dismissal. I acknowledge that this pre-employment health declaration may be retained as part of my employment file.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date: |
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**Pre employment consentment statement**

Busy Home Solutions is committed to protecting the privacy and confidentiality of personal information collected during the pre-employment process. This Pre-Employment Collection Statement outlines how we collect, use, disclose, and handle personal information in accordance with the National Disability Insurance Scheme (NDIS) and relevant privacy laws.

1. **Collection of Personal Information:**

We collect personal information from job applicants for the purpose of assessing their suitability for employment within our NDIS provider company. The personal information collected may include, but is not limited to, the applicant's name, contact details, educational background, employment history, references, criminal record checks, working with children checks, and any other relevant information necessary for the recruitment process.

1. **Use of Personal Information:**

The personal information collected is used solely for the purpose of evaluating and assessing applicants' qualifications, skills, and suitability for employment. This information is used by our hiring managers and human resources personnel involved in the recruitment process. We may also use personal information to communicate with applicants regarding their application status or to conduct reference checks.

1. **Disclosure of Personal Information:**

We may disclose personal information to third parties, including but not limited to referees, educational institutions, previous employers, background screening providers, and government authorities, to verify the accuracy of the information provided and to obtain additional relevant information about the applicant's qualifications and character. We will only disclose personal information to these third parties to the extent necessary for the recruitment process and in compliance with privacy laws.

1. **Storage and Security of Personal Information:**

We take reasonable measures to protect the personal information collected from unauthorised access, use, or disclosure. Personal information is stored securely and accessed only by authorised personnel involved in the recruitment process. We have implemented physical, technical, and administrative safeguards to maintain the confidentiality and integrity of personal information.

1. **Retention of Personal Information:**

Personal information collected during the pre-employment process will be retained for a period of time necessary to assess the application and, if successful, to initiate the employment relationship. If the application is unsuccessful, personal information will be securely destroyed or de-identified, unless retention is required by law or for legitimate business purposes.

1. **Access and Correction:**

Applicants have the right to access and correct their personal information held by Busy Home Solutions. If you would like to request access or make corrections to your personal information, please contact our Privacy Officer using the contact details provided below.

1. **Privacy Officer:**

For any inquiries, concerns, or requests regarding the collection, use, or disclosure of personal information, please contact our Privacy Officer:

Busy Home Solutions is committed to complying with all applicable privacy laws and regulations. This Pre-Employment Collection Statement is subject to periodic review and may be updated from time to time. Any updates will be communicated through our official channels.

By submitting your application, you acknowledge that you have read, understood, and consent to the collection, use, and disclosure of your personal information as described in this Pre-Employment Collection Statement.

Applicant's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_