



Application for Employment

Please refer to the attached guidelines before completing this form

Personal Information

Position:	Advertisement Date:	
Surname:	Given Name/s:	
Address:		
E-mail Address:		
Telephone Home:	Daytime:	Mobile:
Date of Birth: ____/____/____		

Referees

Please list at least two recent referees (preferably people who have supervised you)

<i>Referee One</i>	<i>Referee Two</i>
Name:	Name:
Company:	Company:
Position Held:	Position Held:
Contact Phone Number:	Contact Phone Number:

Please attach two written references, one which is child care related and dated within the past 12 months

Eligibility to work in Australia

I am legally entitled to work in Australia, as (please tick as applicable)

- An Australian citizen (birth certificate, passport or citizenship certificate to be provided at interview)
- A permanent Resident/New Zealand citizen (passport to be provided at interview)
- A temporary resident with permission to work (work visa/passport to be provided at interview)
- A student with permission to work (work visa/passport to be provided at interview)

Education, Training and Licences

Please list below all courses you have completed or partially completed. If the course was not completed, indicate what stage you reached. Start from School Certificate and/or Higher School Certificate, and list any TAFE, University, other accredited training courses or postgraduate studies relevant to the position.

I have attached a copy of relevant qualifications: Yes No

Name of Course	Name of School/Collage/University	Date Completed or Stage Reached

Please list all licences, tickets, Work cover certificates, training session etc

Drivers Licence	Licence Number	Expiry Date

Employment History

Please list below all previous employment, starting with your current/most recent job

Name of Employer	Position held or type of work performed	Period of Employment		Reason for Leaving
		From	To	

Do you have any condition, which may affect your day-to-day performance in the job you are applying for? Yes No
 Please give details: _____

Have you ever made a claim under Workers Compensation? Yes No

If "yes", please give details

Employer	Reason for Claim	Date		Length of Absence
		Month	Year	

Is there any litigation (i.e. court action) pending regrading any Workers Compensation Claim? Yes No

Conditions

Please read the following conditions carefully, and sign the application form below.

- The submission of this application by me does not constitute a contract of employment.
- Any offer of employment made to me is based on information given in this application, and during any interview, and in accordance with the centre's selection process. If any information supplied by me is incorrect, any contract of employment made will become void and my employment may be terminated.
- I will provide evidence of my date of birth if requested to do so.
- The provisions of the industrial award and work choices agreement apply to my employment with Sunshine Kids.
- I undertake to wear any safety clothing or use any equipment provided to me and deemed necessary by the service in the course of my employment.
- I authorise management to verify any information contained in this application.
- Heathcote Sunshine Kids has undertaken to conduct recruitment and selection processes with impartiality and accountability.

Signature of Applicant: _____ Date: _____