

APPLICATION FORM

POSITION APPLIED FOR _____

LOCATION: AYR INGHAM TOWNSVILLE

PERSONAL PARTICULARS:

Name: (Surname) _____ (Given _____)

Address: _____

Date of Birth _____ Marital Status: (optional) _____

Tel No: (work) _____ (home) _____ (mobile) _____

Are you legally entitled to work in Australia? Yes No

What language(s) including English do you read/write/speak? Please state and tick where applicable.

Languages (s)	Read	Write	Speak
English			

Office Use Only
<u>Write: Cat. 1 2</u>
Speak: Cat 1 2

Who is to be notified in case of an emergency?

Name _____ Relationship _____

Tel No: (work) _____ (home) _____ (mobile) _____

EDUCATION:

School standard attained : _____

Professional, Vocational, Academic or Other Qualifications _____

Certificates Held: _____

EMPLOYMENT DETAILS:

Name of Current Employer: _____

Position Held: _____ Period from _____ to _____

Reason for Leaving: _____

List Other Previous Employment within the last 2 years.

Employer	Position	From	To

Do you have any relatives working in this organisation? If yes, please state

Name: _____ Relationship: _____

Have you previously been employed by this organisation? Yes No

If answer is Yes, When: _____ Why did you leave _____

INTERESTS AND ACTIVITIES:

List any Clubs or Associations to which you have belonged: _____

List hobbies and past-times: _____

Outline any work experiences which may be useful in your work: _____

OTHER INFORMATION

Do you have any physical or mental impairments which would interfere with your ability to perform the job you have applied for?

Do you have a current driving license? Yes No

Licence No: _____ Expiry Date: _____

Do you have access to a car for work purposes: Yes No

Is this vehicle roadworthy, reliable and insured? Yes No

Have you had any traffic accidents and/or traffic convictions in the last 10 years? _____

Do you have a blue card or current police certificate? Yes No
(See information to prospective employees)

How did you come to know about the service? _____

Please give the names, addresses and telephone numbers of two persons (non relatives) whom we may contact for personal references:

Name	Address	Telephone
1.		
2.		

If your application is successful, are you prepared to authorise ECCLI to perform checks on your credentials?
(Form F 0662) Yes No

DECLARATION

I certify that the above information is true and correct to the best of my knowledge.

Signature: _____

Date : _____

INFORMATION TO PROSPECTIVE EMPLOYEES

Privacy Statement

ECCLI is bound by the National Privacy Principles which requires organisations who hold personal information about people to handle that information responsibly.

Personal information means information, whether true or not, that can identify a particular person. This information may be recorded in an application or form part of a database. Examples include name, address, date of birth, education standards, qualifications, employment history, relationship details, police certificates, statutory declarations, etc.

Your personal information will only be used for the purpose for which it was collected, unless you have otherwise given permission.

Requirements For Police Certificates/Statutory Declarations

Prospective applicants should note that under Aged Care & Disability Services legislation, **it is a requirement to have a current police certificate or a blue card as a condition of consideration for engagement.** *It is an offence for a "disqualified person" to apply for a blue card.* The successful applicant should be prepared to apply for a police certificate to be issued at her/his own expense.

- The police certificate application is available from any Australian State or Territory Police Service website.
- The police certificate must be current (supplied within the last three years).
- Assessment of the police certificate and any recorded conviction will be undertaken by ECCLI management to assess suitability to work with vulnerable older people.
- The offences/convictions that will exclude a person from employment are:-
 - Conviction of murder or sexual assault; or
 - Conviction of and sentencing to imprisonment for any other form of assault.
- Citizens or permanent residents of a country other than Australia have additional conditions to meet:-
 - A statutory declaration stating the person has never been convicted of murder or sexual assault; or
 - Convicted of and sentenced to imprisonment for any other form of assault.