

Template – Job application form

POSITION APPLIED FOR

PERSONAL DETAILS

Surname

Given name

Preferred name

Address

Work phone

Home phone

Mobile phone

Email

CURRENT QUALIFICATIONS

Qualification title	Institution/Training provider	Year completed

Are you currently undertaking study/training? (tick one) ☐ Yes ☐ No

Course/program name

Full-time ☐ Part-time ☐ Distance ☐ Other ☐

PREVIOUS EMPLOYMENT (MOST RECENT FIRST PLEASE)

Employer name/establishment	Dates from/to	Position held	Reason for leaving	Office use check Initial/date

REFERENCES

Do you agree to have referees contacted in relation to this application? (tick one) ☐ Yes ☐ No

(Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.)

Please provide details of three people who can speak on your behalf regarding your work history.

Name	Contact number	Position held/working relationship (for example, supervisor)	Office use check Initial/date

What type of work are you available for? (tick one)

Full-time ☐ Part-time ☐ Casual ☐

Template – Job application form continued

OTHER INFORMATION

When will you be available to start work?

Please provide any other information that you identify as being pertinent to this application?

(for example, medical conditions, disabilities)

DECLARATION

I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

Signed _____ Date _____

CONFIDENTIAL *For Office Use Only*

REFERENCE CHECKS

Reference name	Comments	Would re-employ? ☐ Yes ☐ No	Initial	Date

POLICE CHECKS

Comments	☐ Yes ☐ No (Not appropriate)

OTHER ACTION

Action	Name	Date
Interview arranged for / /		
Offer of employment made		
Position		
Acknowledgement letter sent		
Letter of offer sent		
Induction due on / /		
Payroll details entered		
Probationary period expires on / /		
NOTES:		
Application unsuccessful		
Letter of advice sent		
Application to be destroyed on / /		
Other		