

**POSITION APPLIED FOR** Bar / Bistro / Bottleshop / Cleaner / Chef / Kitchen hand (please circle)

 What type of work are you available for?  full time  part time  casual

**PERSONAL DETAILS**

SURNAME		GIVEN NAME	
RESIDENTIAL ADDRESS:			
TOWN	State	Post Code	
CONTACT NO:			
EMAIL:			

**CURRENT QUALIFICATIONS**

Qualification Title	Institution / Training provider	Year completed

 Are you currently undertaking study / training?  yes  no

Course / programme 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?  yes  no

 Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.  
 Please provide details of 3 people who can speak on your behalf regarding your work history.

NAME	Contact No.	Position held	Office use check Initial / date

**Job application form continued**

**OTHER INFORMATION**

When will you be available to start work?

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

(eg. Medical conditions, disabilities etc.) \_\_\_\_\_

**DECLARATION**

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

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**CONFIDENTIAL – For Office Use Only**

**REFERENCE CHECK**

Referee's Name	Comments - (work ethics, etc)	Would re-employ?		Initial	Date
		Y -yes	N-no		

**POLICE CHECK**

Comments: \_\_\_\_\_

Employment suitability:  Yes  No

**OTHER ACTION**

Interview Arranged for:        /        /	
Offer of employment made:        /        /	Position offered:
Letter of advise sent:        /        /	Letter of appointment signed:        /        /
Induction due on:	
Payroll details entered:	
Probationary period expires on:	
<b>ADDITIONAL NOTES:</b>	
Application unsuccessful	
Letter of advice sent:        /        /	

*Unsuccessful applications are to be destroyed.*