



Application Form

Instruction for Managers

1. Form is to be given to applicants prior to an interview.
2. Information used for the recruitment process only.
3. Form shredded if not employing or filed on staff file.

Instruction for Applicant

1. Complete as part of your application.
2. Provide the form to the Manager or Staff Member.

For Your Information

The information within the Application will be used only for Recruitment Processes and will be distributed to the Manager. Applications will be kept confidential.

Work Request Information

First Name: _____ Last Name: _____

Preferred Position: _____ Preferred Work option:
 (Please tick) Full Time
 Part Time
 Casual

Other Positions you would consider: _____ Availability to Work:
 (Please tick) Every day including shift work
 Week days only
 Weekends only
 Day time only
 Other – please specify:

When can you start work? _____ Hours you are Available: _____

Personal Information

Contact Details: _____ Are you an Australian Citizen? Yes / No

Home Number: _____ If not, what is your current residency status? Permanent / Temporary

Mobile Number: _____ Type of Visa: _____

Email Address: _____ Expiry Date: _____

