



PRIVATE & CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

Please ensure you answer all questions overleaf. Your application may not be considered if you do not provide all the information requested. Please write using CAPITAL letters.

Personal Details

Surname: _____ Forename(s): _____ Title: _____

Address: _____

State: _____ Post Code: _____

Telephone Number: _____ Mobile: _____

Email Address: _____

Are you entitled to work in Australia? Yes No

If yes, please tick the applicable box:

Australian Citizen or Permanent Resident

New Zealand Citizen or Permanent Resident

A valid visa holder* Visa Subclass: _____ Expiry: _____

*Please complete the attached Visa Entitlement Verification Online (VEVO) Form

A student visa holder*

*You must provide evidence of Course of Enrolment or a letter from the relevant education provider;

If you are a family member of a primary student visa holder, you also must provide proof of relationship (visa grant letter, marriage or birth certificate) in addition to the above documentation

Do you hold a valid Driver's License? Yes No

If yes, please tick the applicable boxes below:

Transmission: Automatic Manual

Vehicle Class: MC HC HR

MR LR C

Position Details

Position Applied For: _____ Have you been referred for this job by a current employee of the State Buildings?

Employment Status sought; Yes

Full Time No

Part Time Please give us the name of the person referring you for this

Casual application: _____

Employment History

Please note that all employment should be recorded in chronological order (starting with the most recent). Any gaps in employment should be explained below.

Dates of Employment		Employer's Name & Address	Position Held	Reason for Leaving
From	To			

Education & Qualifications

Name of School/TAFE/ University/RTO	Name of qualification	Date completed	Grade Achieved

Language Abilities

Please tick the relevant ability level and include your first language/mother tongue

Language	Very Well (Fluent)	Well	Not well

References

Please give the names of 2 people we can contact for a reference. One should be your current or most recent employer, which would usually be your line manager. For individuals who have recently left full-time education, an academic reference will be acceptable. References from peers, relatives or friends will not be accepted unless this can be justified.

Reference 1

Reference 2

Name: _____

Name: _____

Position: _____

Position: _____

Company: _____

Company: _____

Telephone Number: _____

Telephone Number: _____

Email address: _____

Email address: _____

Nature of acquaintance e.g.
line manager: _____

Nature of acquaintance
e.g. line manager: _____

May we contact before
interview? Yes No

May we contact before
interview? Yes No

Medical Information

The position you are applying for may, at times, be physically demanding.

Do you have any pre-existing injury, medical condition or restriction that may impact the type of work you have applied for?

Yes No If yes, please state nature of injury: _____

Have you ever claimed Worker's Compensation?

Yes No If yes, please state nature of injury: _____

Date of injury: _____

Time absent from Work: _____

Please note that pursuant to section 79 of the *Worker's Compensation and Injury Management Act 1981*, compensation may be refused, which would otherwise be payable, when it is provided that the workers has , at the time of seeking or entering employment, wilfully or falsely represented themselves as not have previously suffered from an injury.

Disclosing false or misleading information may disentitle you to compensation and jeopardise you employment with the company.

Declaration

I declare that the statements made by me in the application are to the best of my knowledge and belief, true and correct and I understand that a false statement or dishonest answer may lead to my employment being terminated.

Signature of Applicant: _____

Date: _____

Visa Entitlement Verification Online (VEVO)

The Australian Department of Immigration and Citizenship (DIAC) requires that we verify all potential employees' work entitlements prior to commencement.

In order to undertake this check we must obtain your consent to indicate that you understand:

1. We are undertaking the check to verify your entitlement to legally work in Australia
2. We will verify your entitlement to work in Australia by submitting the following details to DIAC:
 - Full name
 - Date of birth
 - Passport number
 - Passport country of origin
3. If you are not entitled to work in Australia we will be unable to employ you and;
4. That if you are in Australia at the time of the check but are not entitled to be, the Commonwealth may use this information to locate you.

Please sign below to indicate your permission for the company to undertake a VEVO check.

Signed: _____

Full Name (In print): _____

Date: _____

Thank You