**Recruitment Application Form**

|  |  |
| --- | --- |
| **Attention:**  **(Contact Person):** |  |
| **Position you are applying for:** |  |
| **Your - First Name:** |  |
| **- Middle Name:** |  |
| **- Surname:** |  |
| **- Postal Address:** |  |
| **- Telephone Contact:** | **Home:**       **Mobile:** |
| **- Email Contact:** |  |
| **Where did you hear about this position?** | **Web Site  Internet  Newspaper**  **Other….details** |
| **Why are you interested in working with Anglicare?** |  |
| **Why are you particularly interested in this position?** |  |
| **Do you know someone currently working with Anglicare?** | **Name:**  **Relationship to you:**  **Contact number or email:** |
| **Recent Employer (s)** | **Employer:** |
|  | **Position Title:** |
|  | **Main Duties:** |
|  | **Period of Employment:** |
|  | **Reason for Leaving:** |
|  | **Referee Name:** |
|  | **Referee Contact Number:** |
|  | **Referee Email:** |
|  | **Employer:** |
|  | **Position Title:** |
|  | **Main Duties:** |
|  | **Period of Employment:** |
|  | **Reason for Leaving:** |
|  | **Referee Name:** |
|  | **Referee Contact Number:** |
|  | **Referee Email:** |
|  | **Employer:** |
|  | **Position Title:** |
|  | **Main Duties:** |
|  | **Period of Employment:** |
|  | **Reason for Leaving:** |
|  | **Referee Name:** |
|  | **Referee Contact Number:** |
|  | **Referee Email:** |
| **Other Personal Referee**  **(Not a relative):** | **Name:**  **Relationship to you:**  **Contact Number:**  **Contact Email:** |
| **Do you identify as an Aboriginal and/or Torres Strait Islander? (Optional)** | **Yes  No** |
| **Professional Registration(s):** | **Profession:**       **State/Territory:**  **Profession:**       **State/Territory:** |
| **Educational Qualification(s):** | **Qualification:**  **Institution:**  **Year of completion:** |
|  | **Qualification:**  **Institution:**  **Year of completion:** |
|  | **Qualification:**  **Institution:**  **Year of completion:** |
| **First Aid Qualification(s)** | **First Aid: Mental Health:**  **Yes**  **No**  **Yes  No** |
| **What are your preferred hours of work?** |  |
| **Workers’ Compensation:** | **Have you ever lodged a claim for workers’ compensation?**  **Yes  No** |
|  | **Do you have a current workers’ compensation claim in progress?**  **Yes  No** |
| **Driver’s Licence:** | **State/Territory:**        **Class:** |
| **Fitness for Duty:** | **Do you have any physical and/or mental condition(s) that may inhibit performance of your duties or affect your ability to work safely?**  **Yes  No** |
| **Criminal / Traffic Matters:** | **Have you ever been charged with or convicted of a criminal offence, been subject to an apprehended violence order or had your driver’s licence suspended or cancelled?**  **Yes  No** |
| **Misconduct or Reportable Conduct:** | **Have you ever committed serious misconduct or had a complaint or allegation against you reported to a government agency such as the Police, Ombudsman’s Office or Department of Health and Ageing?**  **Yes  No** |
| **Immigration Status:**  *Please note you will be required to provide proof of your residency status (Visa and Passport) if you are successful through the interview process. In providing this information, you are authorising the Department of Immigration & Citizenship to release the details of your work rights status. This allows Anglicare to ensure we comply with Australian Visa requirements and enables you to be rostered appropriately according to your Visa type.* | **Are you a citizen or permanent resident of Australia?**  **Yes  No**  **If ‘NO”, are you legally entitled to work in Australia under a visa granted by the Department of Immigration?**  **Yes  No  Passport No:**  **Country of issue:**  **What hours does your Visa allow you to work per week?**  0 – 10  11 – 20  21 – 30  31 +  **I consent to Anglicare verifying my immigration status with the Commonwealth Government and understand that this may trigger action by the Commonwealth in the event that I am not entitled to be in Australia Yes  No** |
| **Ethical Behaviour:** | **Are you aware that Anglicare is part of the Anglican Diocese of Canberra and Goulburn and has high standards of ethical behaviour for employees?**  **Yes  No** |
| **Privacy Statement:** | **Personal information collected via this application will only be used for the purposes of employment by Anglicare. The information you submit to us may be disclosed to Anglicare staff involved in the recruitment process, and other third parties who assist us in recruitment (eg: referees).**  **If you choose not to provide the information requested, we may be unable to process your application or consider you for employment.** |
| **Consent:** | **I consent to Anglicare using and disclosing my personal information in the manner describe above.**  **Yes  No** |
| **Declaration:**  **Signature:**  **Date:** | **I hereby apply for employment with Anglicare believing that the information provided is true and complete, and acknowledge that my employment may be terminated should Anglicare subsequently find this information to be false and/or misleading.**      **/****/** |