

**CONFIDENTIAL**

**IMPORTANT- PRIVACY STATEMENT**

* Information requested within this application is required for considering your suitability for the position for which you are applying.
* Should your application be successful this information will be kept on your personal file and an electronic database available only to yourself, your Manager(s) and Human Resource personnel. An exception will be made only where an emergency exists and contact details are required.

|  |  |
| --- | --- |
| **Position applied for:** |  |
| **Location** |  |
| **How did you learn of this vacancy?** | * seek.com.au
 | * [TAFE] web site
 |
| * The Age
 | * Other \_\_\_\_\_\_\_\_\_\_\_\_
 |
| **I am seeking:** | * Full-time work
 | * Part-time work
 |
| * Casual work
 | * Sub-contractor
 |
| **PERSONAL INFORMATION** |
| Title: (Mr, Ms) |  | First name |  | Last name |  |
| Preferred name |  | Date of Birth (if under 21) |  |
| Home Address |  |
|  | Post Code |  |
| Home Phone |  | Mobile Phone |  |
| E-mail address |  |
| **Address.****Tel: xxxxxxxxxxxx Fax: xxxxxxxxxxxxxxxxx Email: xxxxxxxxxxxx Web: xxxxxxxxxxxxx** |

|  |
| --- |
| **ELIGIBILITY TO WORK IN AUSTRALIA** |

I am (check one):

|  |  |
| --- | --- |
| * Australian citizen
 | * Australian permanent resident
 |
| * New Zealand citizen

(who entered Australia on a current New Zealand passport and were granted a visa with work entitlements on arrival) | * Non-Australian citizen holding a valid visa with work entitlements:
	+ Type:\_\_\_\_\_\_\_
	+ Expiry \_\_\_\_/\_\_\_\_/\_\_\_\_
 |
| * Will require sponsorship
 |  |
| **EMPLOYMENT HISTORY** |
| I have provided [TAFE] with my current resume, with its contents being true and correct. | * Yes
 | * No
 |
| **Where did you work last or where do you work at present?** |
| Employer |  |
| Position held |  |
| Date from: |  | Date to: |  |
| Reason for leaving |  |
| **Where did you work before this?** |
| Employer |  |
| Position held |  |
| Date from: |  | Date to: |  |
| Reason for leaving |  |
| **Where did you work before this?** |
| Employer |  |
| Position held |  |
| Date from: |  | Date to: |  |
| Reason for leaving |  |
| **EDUCATION & TRAINING** |
| **Qualification** | **Year completed** |
|  |  |
|  |  |
|  |  |
| **WHAT EDUCATION/TRAINING ARE YOU CURRENTLY UNDERTAKING?** |
| **Qualification outcome** | **% completed** |
|  |  |
|  |  |
| **ARE YOU CURRENTLY REGISTERED WITH A PROFESSIONAL BODY?** |

|  |  |
| --- | --- |
| **Name of Body:** |  |
| **Registration No:** |  |

**ARE YOU A MEMBER OF A PROFESSIONAL ORGANISATION?**

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Registration No:** |  |
| **DO YOU HAVE SKILLS, HOBBIES, INTERESTS, SPORTS, COMMUNITY INVOLVEMENT THAT ARE RELEVANT TO THIS POSITION?** |
| If “yes”, Please list: |
| **LANGUAGES SPOKEN** |
| Our clients come from a wide range of cultural and racial backgrounds. Whilst not a mandatory requirement, it would be useful to know if you can speak a language other than English: |
| **DRIVER’S LICENCE** |
| Do you hold a current & valid driver’s licence?  | * Yes
 | * No
 |
| Licence Number: |  | Expiry date: |  |
| **HEALTH** |

|  |  |  |
| --- | --- | --- |
| Have you ever made a Worker’s Compensation claim?  | * Yes
 | * No
 |
| If YES, provide details |
| Do you have any medical history or physical condition that may affect your performance of the inherent requirements of this job? | * Yes
 | * No
 |
| Are there any special requirements that [TAFE] will need to consider if you were offered the job? | * Yes
 | * No
 |
| If YES, provide details |
| **OTHER INFORMATION** |
| Have you ever worked for [TAFE] or its associated entities before? | * Yes
 | * No
 |
| If YES, *in what position, location and when?* |
| Have you any legal restraint against you joining our organisation? (You may need to check your previous employer’s contract of employment). | * Yes
 | * No
 |
| If YES, *please attach relevant contract clause.* |
| When could you commence employment with [TAFE] | ----/----/------ |

|  |
| --- |
| **REFEREES** |
| If you are short-listed for employment at [TAFE], you will be requested to provide the names and contact details of at least two of your past/current Supervisors/Managers. You may include one non-work (eg “academic”). We may also check other sources, such as social media sites for relevant information.**CONSENT & DECLARATION** |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **declare** that to the best of my knowledge the answers in this application are correct. I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated.

I make application for this role at [TAFE] in the knowledge that and/or provide consent to:

* Understanding the job requirements, should I not disclose to [TAFE] any medical condition that I subsequently claim to be work related, [TAFE] reserves the right to reject any claim for workers compensation and terminate my services.
* [TAFE] seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released, by those contacted, to [TAFE] for the purposes of ascertaining my suitability for the position for which I am applying. [TAFE] or an external contractor on its behalf may seek such further relevant information (eg social media).
* Agree to [TAFE] undertaking a National Police Check and a Working with Children Check or such other security check that [TAFE] deems appropriate for the position, noting that some criminal offences may exclude my being employed. Such checks must be obtained and paid for by you.
* I am legally able to work in Australia and will or have provided proof to this effect.
* Understand that any offer of employment is made may be conditional on my obtaining a medical clearance through a pre-employment medical and I consent and authorise the [TAFE] doctor to conduct an appropriate medical assessment (which will include testing for alcohol and/or illicit drugs) and for the doctor to forward this information to [TAFE]. In accordance with [TAFE] policy, you will only be medically checked for the inherent requirements of the position for which you have applied.
* I have no other legal impediment or restraint that will impair my ability to be employed by [TAFE].
* My qualifications and (if relevant) professional registration details as listed on my resume are my qualifications (and registration) and I will or have provided proof of attainment of those qualifications.
* Undertake to 100 points of identification, and where required to drive a vehicle on behalf of [TAFE], must include a valid Victorian driver’s licence.
* If successful, the employment will be offered subject to a six (6) month probationary period.
* Whilst applying for a position at one (1) location I may be transferred to any location at [TAFE]’s discretion, and I understand the role may involve regular travel throughout regional Victoria, that may involve overnight and/or extended stays.

**If you consent to the above and state that the information you have provided in support of your application for work with [TAFE] is true and correct, please sign and date:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Thank you for your interest in working for [TAFE].***