

CONFIDENTIAL APPLICATION FORM

Date:.....20.....

Surname:..... First name:

Street address:

Suburb: Postcode:

Age (optional)..... Date of Birth:

Phone Number:..... Mobile:

Email:

Are you a registered job seeker? If so what is your jobseeker ID?

How did you hear about us? Advert / Friend / Company / Other

What position have you applied for?

What is your expected hourly pay rate or annual salary?

Drivers Licence? YES / NO Types of Licence

Do you have your own transport? YES / NO

Other qualifications / licenses / competency certificates / Inductions / White Card / etc. Please give detail.....

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Do you have rights to work in Australia? Passport / Birth Cert / 100 points of ID / Visa No

Are you willing to undergo a national criminal check?

Are you willing to undertake a pre-employment medical?

EMPLOYMENT HISTORY – Most recent position

Dates: Year(s).....Month(s).....

Have you finished in this role? Are you still working in the role?

What is your current salary per year? Or Hourly Rate?

Company Name:

Supervisors Name:..... Their job title:.....

Your job title: Notice required to leave role:

What is your reason for leaving the role?

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EMPLOYMENT HISTORY – Previous role

Dates: Year(s).....Month(s).....

Have you finished in this role? Are you still working in the role?

What is your current salary per year? Or Hourly Rate?

Company Name:

Supervisors Name:..... Their job title:.....

Your job title: Notice required to leave role:

What is your reason for leaving the role?

REFERENCES – Further to your resume, is there anything else you would like to add?

1. Company name:

Supervisors name:

Phone number:.....

Their job title: Did you report to this person?

Current / Previous / Personal / Other

2. Company name:

Supervisors name:

Phone number:.....

Their job title: Did you report to this person?

Current / Previous / Personal / Other

3. Company name:

Supervisors name:

Phone number:.....

Their job title: Did you report to this person?

Current / Previous / Personal / Other

I certify that all information about my experience and background is true and authorise verification as required. I acknowledge that you have advised me that in connection with this application a reference check may be requested by you, and that this is intended to be used to establish my eligibility for employment. I hereby authorise Quality Staff Pty Ltd to obtain such a report.

Signature: Date:.....

AUTHORISATION – PRIVACY ACT

The following questions and authorisation will enable Quality Staff Pty Ltd to comply with the Privacy Act (Private Sector) Amendment Act 2000. The purpose of this legislation is to give people greater control over the way information about them is handled, by ensuring organisations comply with the National Privacy Principles (NPP's).

Please read the following statements and questions, ensure you have a clear understanding of these questions and statements before you sign the authorisation.

I, give Quality Staff Pty Ltd full and total consent to:
(Print full name)

- Give or release information contained within a resume, application letter and/or registration form to Quality Staff Pty Ltd clients or a State or Federal Authority;
- Reference check any of my previous employers listed on/in a resume, application letter or registration form, unless otherwise requested;
- Ask questions of a personal or private nature that will assist Quality Staff Pty Ltd to assess my suitability for a position (s);
- Keep on file my records (resumes, applications, notations, client reports and any other related documentation) for a period of two years and indefinitely once I have been placed with a client of Quality Staff Pty Ltd;
- Assess my suitability for placement with client, through appropriate testing methodology (medical, numeracy, literacy, skills, and probity checks).

NOTE: Please ask Quality Staff Pty Ltd for further information, if you DO NOT understand or are not clear about the points listed above.

If you have not been placed with a client of Quality Staff Pty Ltd, all registration forms, references, resumes, applications or any other documented information that could identify you will be disposed of in an appropriate manner, and reasonable timeframe.

In compliance with the National Privacy Principles, information that has been collected or is in the possession of Quality Staff Pty Ltd regarding any person, shall not be sold to any other organisation without the written permission of that person.

Further information regarding Quality Staff Pty Ltd's obligation to the principles of the Privacy Act 1988 and the Privacy (Private Sector) Amendment Act 2000 is contained within Quality Staff's Privacy Policy, a copy is available to you on request.

Any questions on Quality Staff Pty Ltd registration form that you may deem personal and/or sensitive may be left blank when completing the document.

Signature: Date:.....