

APPLICATION FOR EMPLOYMENT

STAFF HR 3a



NEW HORIZONS
enterprises limited

DATE: _____

POSITION APPLIED FOR: _____

SECTION A: PERSONAL DETAILS

SURNAME: _____

FIRST NAME: _____

(Tick preferred form of address: Mr Mrs Ms

GENDER: Female Male

HOME ADDRESS: _____

_____ **Postcode:** _____

CONTACT DETAILS: Private: _____ Mobile: _____

Fax: _____ Email: _____

DRIVERS LICENSE NUMBER: (If applicable) _____ **EXPIRY DATE** _____

NOTE: If not an Australian Citizen copy of Working Visa is required (attached)

CONTACT PERSON IN CASE OF EMERGENCY:

Name: _____

Address: _____

Telephone Numbers: (w) _____ (h) _____

Interpreter needed Yes No **Language:** _____

Privacy & Personal Information Protection Act 1998/Health Records & Information Act 2000

This form will require you to provide information that is personal information for the purposes of the Privacy and Personal Information Act 1998 & the Health Records & Information Act 2000. The supply of this information is voluntary. If you cannot provide, or do not wish to provide the information sought, then New Horizons may be unable to process your request. New Horizons is required under the Act to inform you about how your personal information is being collected, stored and used. If you require further information please contact the Privacy Officer on Tel: 02 9887411 and an information sheet can be sent to you.

SECTION B: EDUCATION

1. SECONDARY (Brief details of highest attainment, e.g. Year 10,11or 12)

2. TERTIARY:			
From	To	Course Undertaken	Qualification Awarded <i>(Please attach copies)</i>

OTHER QUALIFICATIONS OR SKILLS

Include professional / technical qualifications, courses, office skills, computer skills, languages etc.

SECTION C: EMPLOYMENT HISTORY

From	To	Name of Employer	Position Held - Duties / responsibilities

SECTION D: REFEREES

Please provide name and addresses of three employment referees, one of which should be your most current employer

1. Name _____ Title: _____

Organisation: _____

Address: _____

Telephone Number: _____

2. Name _____ Title: _____

Organisation: _____

Address: _____

Telephone Number: _____

3. Name _____ Title: _____

Organisation: _____

Address: _____

Telephone Number: _____

SECTION E: OTHER INFORMATION

- **Are you aware of any circumstances with your health that may interfere with the satisfactory discharge of the duties of the position you are applying for?**

- **Please attach any other information that you consider relevant to your application**

SECTION F: DETAILS FOR EMPLOYMENT WITH NEW HORIZONS

In accordance with Government Policy New Horizons Enterprises is required to carry out a criminal record check on all new employees, transferring employees, volunteers and students. A criminal record check is one of the many factors taken into account in assessing a person's suitability for employment. It does not necessarily disqualify an applicant. If rejection of your application, solely because of a criminal record, is considered, you will be given the opportunity to discuss the matter fully before a final decision is made. If you are the recommended applicant, a criminal record check will be conducted. If the result of the criminal record check indicates that your appointment is not acceptable you will be liable for dismissal.

'I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to termination. I declare that to the best of my knowledge the above information and that submitted in any accompanying documentation is correct'

Signed: _____

Date: _____

PLEASE NOTE:

Do not enclose original documents, qualifications or references. Photocopies will suffice, however, please bring originals if called for an interview.