

# APPLICATION FOR EMPLOYMENT

People and Culture Department



Maximum term position applied for:			
Full time: <input type="checkbox"/>	Part-time: <input type="checkbox"/>	Casual: <input type="checkbox"/>	<input type="checkbox"/> Other, please tick and specify
Days available to work:		Date available to commence:	
Title: Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Mx <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say <input type="checkbox"/>			
First Name:		Family Name:	
Address:		Postcode:	
Phone (home):	Phone (mobile):	Phone (work):	
Email:			
Diversity and Inclusion Data Collection: AHILA is committed to building a diverse and inclusive workplace. We have initiatives designed to grow the number of staff (clients/volunteers) who are Aboriginal people and people from a non-English speaking background. We collect this data so we can track our progress against our goals. It is not compulsory to answer these questions; however, we encourage you to answer.			
Do you identify as an Aboriginal or Torres Strait Islander person? Aboriginal Yes <input type="checkbox"/> Torres Strait Islander Yes <input type="checkbox"/> both Aboriginal and Torres Strait Islander Yes <input type="checkbox"/> No <input type="checkbox"/>			
Are you from a culturally and linguistically diverse background? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:			
Please list any languages you can speak other than English:			
Proof of Eligibility to Work in Australia: The following are acceptable documents. Originals will be viewed, and a photocopy taken. Please tick the document which will be produced at interview. A Department of Immigration and Citizenship (DIAC) approved check may be required or the presentation of a Visa. By signing this application, you agree to this check being undertaken.			
Birth Certificate: <input type="checkbox"/>	Citizenship Certificate: <input type="checkbox"/>	Australian Passport: <input type="checkbox"/>	Visa <input type="checkbox"/>
Do you have any criminal convictions? Yes <input type="checkbox"/> No <input type="checkbox"/> All final applicants for this position will be asked to provide a recent Australian Nationally Co-ordinated Criminal History. People with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits.			
Do you have a current Working With Children Check or can you obtain one before commencing employment? Yes <input type="checkbox"/> No <input type="checkbox"/>			
ComPacks roles only: Evidence of vaccination is required through the production of a vaccination certificate or serology certificate before commencing employment. Are you able to provide evidence of protection against the infectious diseases listed in the relevant policies of NSW Health relating to the ComPacks project: Diphtheria, Measles, Hepatitis B, Pertussis, Mumps, Varicella, Tetanus, Rubella, Tuberculosis, Influenza. Yes <input type="checkbox"/> No <input type="checkbox"/>			
Please list any hobbies, qualifications, skills or other interests that may be of interest to our clients:			
Have you suffered any injury or illness, or do you currently have any health problems, which might prevent you undertaking the essential requirements of the job for which you are applying? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:			

Referee checks are used to obtain independent information about a candidate's capabilities, experience and knowledge from managers, peers or other stakeholders who have observed their performance in a relevant context. Referee checks can be used to confirm and verify information gathered from the application, resume, interview and other capability-based assessments and to examine any inconsistencies.

The information obtained from referees provides insight into a candidate's strengths and developmental needs which can be used to assist with their on-boarding experience and day-to-day management. A minimum of two referee checks are required.

Referee checks are done in the final stage of the recruitment process for short-listed candidates. Reference checks may be done for more than one candidate where the panel needs more information to separate the leading candidates.

It is ideal for at least one referee to have been a line manager to the candidate in the past two years. Candidates may be asked why they have not nominated their manager to ensure that the reason is valid. Referee checks are conducted online. Consequently, both an email address and a phone number is required.

Referee name:	
Referee title and position in relationship to you:	
Referee phone number:	
Referee email address:	
Referee name:	
Referee title and position in relationship to you:	
Referee phone number:	
Referee email address:	

Vehicle details needed only for positions that require the use of a private vehicle for work. Any offer of employment will be subject to the vehicle being acceptable to AHLA regarding appropriateness, age, condition and presentation.

Year, Make and Model	
Body type?	Sedan <input type="checkbox"/> Hatch <input type="checkbox"/> Wagon <input type="checkbox"/> SUV <input type="checkbox"/> 4WD <input type="checkbox"/> Other <input type="checkbox"/> Details if other:
Comprehensive Insurance that covers business use?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the vehicle subject to an airbag recall? Check at <a href="https://www.ismyairbagsafe.com.au/">https://www.ismyairbagsafe.com.au/</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> Details if yes:

**Applicant's Statement:** The above information is correct to the best of my knowledge and belief. I understand that any statement on this form found to be deliberately misleading may lead to non-progression of my application, or, if I have been employed, disciplinary action which may lead to my dismissal. I am aware that an offer of employment is made subject to my fulfilling the inherent requirements of the position demonstrated by satisfactory pre-employment checks which could include a range of medical tests, an occupational therapy assessment, bankruptcy check and/or a psychometric test, and will include police checks, Working With Children Checks, reference checks, confirmation of relevant qualifications, vehicle check and confirmation of my right to live and work in Australia.

Applicant's name or signature:	Date:
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