

APPLICATION FOR EMPLOYMENT

POSITION DETAILS					
Position applied for					
Division	<input type="checkbox"/> Building	<input type="checkbox"/> Civil	<input type="checkbox"/> Engineering	<input type="checkbox"/> Administration	
Type	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Other	
PERSONAL DETAILS					
First Name		Surname			
Address					
Telephone		Email			
CURRENT WORK STATUS					
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Studying	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Volunteer
Date available to commence work					
Are you legally entitled to work in Australia?			<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:	
Are you willing to undertake a broad range of duties?			<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:	
Do you have a vehicle?			<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:	
TRAINING AND EDUCATION					
Place of Education		Level Achieved / Qualification			Year
List Drivers License, High Risk Work Licenses, Plant Competencies, First Aid, Qualifications held etc.					
EMPLOYMENT HISTORY - Provide your employment history commencing from your most recent					
EMPLOYER 1					
Date from	Date to	Position		Company	
Duties					
Reason for leaving					

Referee Name	Company	Position	Contact Number
EMPLOYER 2			
Date from	Date to	Position	Company
Duties			
Reason for leaving			
Referee Name	Company	Position	Contact Number
EMPLOYER 3			
Date from	Date to	Position	Company
Duties			
Reason for leaving			
Referee Name	Company	Position	Contact Number
GENERAL INFORMATION			
Interests / Hobbies			
Public Duties i.e. JP			
Community / Volunteer Experience			
Offices held in Social / Sports Clubs			
SECURITY			
Some positions within the Company may be subject to police / security clearance. Do you agree to undertake this requirement?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Details			
PRE EMPLOYMENT MEDICAL / DRUG AND ALCOHOL SCREENING			
Positions within the Company are subject to a pre employment medical examination inclusive of drug and alcohol screening. Do you agree to undertake this requirement?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Random or cause drug and alcohol screening is conducted within the organisation. Do you agree to undertake this requirement?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Details			
PERSONAL REFEREES			
Name	Relationship	Contact Number	

EQUAL OPPORTUNITY EMPLOYER

Sitzler applies the merit principle when assessing individuals for employment, promotion or transfer. People are assessed according to their abilities, skills and qualities and how that applies to the position. This ensures that everyone has equitable access to training, development and career progression. Sitzler is an equal opportunity employer and has processes in place to ensure / monitor that no persons shall be discriminated on the basis of specified traits inclusive of - race, ethnicity and social origin, sex, marital status and pregnancy, sexual preference, parenthood and family responsibilities, disability or impairment, religion and political beliefs, age, trade union memberships (or lack thereof).

PRIVACY

Sitzler values your privacy and will only use the information that we collect from you or your referees for the purposes of assessing your application for employment. The information we collect will be handled sensitively and securely. Sensitive information such as health information and criminal record checks will only be collected when it is necessary to determine whether the applicant can fulfil the job requirements.

The information collected about you may be disclosed to Sitzler employees who are involved in the recruitment process, referees, recruitment agencies or any other third parties who perform services on our behalf during the recruitment process.

If you do not provide all the information requested during the application process we may not be able to process your application or properly consider you for employment.

If your application is unsuccessful, the information may be retained for a reasonable period. It will then be destroyed. If your application is successful, this personal information will be retained as part of the company's employment records.

If you would like to access the pre employment personal information that we have collected about you then please contact the HR Administrator.

DECLARATION AND AUTHORISATION

I authorise the company to obtain references to support this application and release the company from any liability caused by giving and receiving information.

In signing this Application for Employment, I acknowledge that any misrepresentation of facts may be sufficient cause for rejection or, if employed, summary dismissal.

SIGNATURE OF APPLICANT:		DATE:	
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