

EMPLOYMENT APPLICATION

PERSONAL DETAILS

Last Name: _____ First Name: _____ Date of Birth _____

Current Address: (No., Street, City, State, Code) _____

Telephone No: _____

Email Address: _____

_ Aust. Citizen: Yes / No

Driver's Licence No.: _____ State: _____ Class: _____

EDUCATIONAL BACKGROUND (Evidence of scholastic success may be required, Copies of Resumes are not sufficient)

Period			Level	School and City	Major Subjects	Awards
Month & Year	to	Month & Year				
			Primary			
			Secondary			
			Tertiary			

Business and Personal Memberships: _____

EMPLOYMENT HISTORY (List last job first and account for all unemployed time)

Period			Job Title	Employer	Supervisor	Salary	Reason for Leaving
Month & Year	to	Month & Year					

2 PERSONAL REFERENCES (Two persons, not relatives or former employers, who have known you at least 1 year)

Name and Address	Occupation	Telephone	How long Known
1. _____			
2. _____			

QUESTIONS	NO	YES	Applicable details if YES
Have you ever received Workers' Compensation or Work Care Benefits under a Sickness or Accident Policy?(Optional)			
Have you lost any days because of sickness over the last two years?			
Do you have any physical condition or disability which may preclude your ability to perform or limit the particular job for which you are applying?			
Have you ever been arrested or convicted of a crime? (Optional)			
Do you have any objection to inquiries of your present employer regarding qualifications and character?			
Do you have any objection to us seeking verification and additional information to any matter within this application?			
Do you consent to us seeking a Probity Check, (i.e. a formal investigation check into your background)			
Have you ever worked for the Hastings Co-operative in the past?			

SPORT AND RECREATIONAL INTERESTS

ARE YOU LOOKING FOR FULL TIME ___ PART TIME ___ CASUAL ___

WHAT TYPE OF WORK WOULD YOU PREFER & WHY? (e.g. IGA, Checkouts, Shelf Packing, Deli, Fuel Station Driveway Attendant, Truck Driver, Admin, Department Store, Café, Mitre 10, Hardware, Liquor, other)

WHAT WERE YOUR REASONS FOR APPLYING FOR THIS PARTICULAR JOB?

APPLICANT'S AGREEMENT

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY; THEY CONSTITUTE THE CONDITIONS UNDER WHICH YOU MIGHT BE EMPLOYED.

1. The information that I have provided on this application and any additional attachments supplied, is accurate to the best of my knowledge and subject to validation.
2. I authorise the persons, schools, current employer (if approved by me in the Employment History section) and other organisations or employers named in this application to provide any relevant information that may be required to arrive at an employment decision.
3. I understand and agree that:
 - Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of or if employed, termination from employment.
 - Although management makes every effort to accommodate individual preferences, business needs frequently make the following conditions mandatory: overtime, shift work, a rotating work schedule and work schedules other than Monday through to Friday. I understand and accept these as conditions of my continuing employment.
 - A medical examination may be required. (Results will be held in confidence by us except where release of such information is required by law. Also, when certain medical restrictions relate to an individual's ability to perform a job or series of jobs, those restrictions will be communicated by me to Personnel or Management.)

Applicant's Signature: _____

Date: _____