

Gunlake Concrete

Employment Application

Name:

Position applied for:.....

Date:

1 – Personal Data	
<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Surname: _____ Given names: _____
Address: _____ Postcode: _____	
Home telephone no.:	Mobile no.:
Home email:	Home fax no.:
Date of birth:/ /	Are you an Australian citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you are not an Australian citizen, please give full details of your right to work in Australia.	
Workers' Compensation – give details of injuries or illnesses that have resulted in your making claims on workers' compensation insurance.	

2 – Secondary Education			
School(s) attended	Dates attended	Major subjects	Level passed and/or certificates held

3 – Technical & Further Education, Tertiary Education				
College, University or other Institution attended	Dates attended	Full or part-time	Major and sub-major subject areas	Certificate, diploma, degree awarded or level reached

4 – Occupational Qualifications, Training & Activities

Occupational licences and/or certificates held:

Give details of vocational training, employer conducted / sponsored training, that you have undertaken

5 – Employment History (Start with your last employment and work backwards – record data about your present position in the next section)

Dates of employment	Name and address of employer and nature of business	Positions(s) held and summary of main responsibilities	Name and position of immediate supervisor / manager

6 – Present Employment

Name and address of employer and nature of business:

Period of employment (dates):

Name and position of your immediate supervisor / manager:

What notice of resignation are you required to give?

Briefly describe your present / most recent position – include main responsibilities, employees supervised etc.

List, briefly describe and give dates of other positions held with your present employer

7 – Business References (List two or three persons from whom references may be sought)

Name	Occupation	Contact phone number / address

- Upon employment, I agree to submit my birth certificate or other satisfactory evidence of my date of birth.
- If required, I agree to submit original documentation substantiating my right to work in Australia.
- I agree to be medically examined prior to employment and at any time during my employment, by a medical practitioner nominated by Gunlake Concrete, to determine my fitness for work.
- I agree to my previous employers (other than my present) being requested to give a confidential report on my employment and any other information that will assist Gunlake Concrete in determining my suitability for employment. In the event of my accepting an offer of employment with Gunlake Concrete, I agree to a similar report being sought from my present employer. I also understand that my business referees will be contacted.
- I understand that any offer of employment by Gunlake Concrete is based on the accuracy of information provided by me; and I declare all statements made in this application, to the best of my knowledge and belief, to be accurate. I further understand that any false statement(s) will be sufficient reason for termination of employment.

Signature:

Date: