



APPLICATION FOR EMPLOYMENT

Please Note

1. All applications will be treated as confidential.
2. All sections of the Application for Employment must be completed.
3. A resume must be attached to the Application for Employment.

Date: ___/___/___		Date able to commence: ___/___/___	
Position applied for:			
PERSONAL DETAILS			
Given Names:		Surname:	
Telephone:		Mobile:	
Email:		Date of Birth: ___/___/___	
Street Address:			
Town/City:		Post Code:	
Male: <input type="checkbox"/> Female: <input type="checkbox"/>			
EDUCATION			
Year	Qualification	Institution	
<i>Proof of qualification may be requested</i>			
ADDITIONAL STUDIES PLANNED			
EMPLOYMENT RECORD			
CURRENT			
Employer Name:			
Position Title:			
Start Date:		Finish Date:	
Duties:			
Reason for leaving:			
PREVIOUS EMPLOYMENT			
Employer	Position	Start Date	Finish Date



MURRAY HUMAN SERVICES INC.
HUMAN RESOURCES MANAGEMENT

APPLICATION FOR EMPLOYMENT

EMPLOYMENT REFEREES			
Referee Name	Company	Position	Telephone Number
GENERAL			
Current Driver's Licences held: _____			
Driver's Licence number:		State:	
Details of Driving Convictions:			Expiry: ___/___/___
Can you provide your own vehicle if required?			Yes/No
Are you an Australian Citizen?			Yes/No
If no, do you have permanent resident status?			Yes/No
If no, do you hold a visa which allows you to undertake paid work in Australia?			Yes/No
<i>Please provide a copy of relevant pages from your passport</i>			
Do you have any impairments, physical, psychological or medical, that may affect your capacity to carry out any of the requirements of the position as outlined in the Position Description?			Yes/No
If yes, please explain briefly any potential modifications that my need to be made to your work areas or how it may affect your performance:			
Do you agree to undertake a medical examination?			Yes/No
Do you agree to a Police Security Check?			Yes/No
COMPUTER SKILLS			
Software Program	Level of competence (Basic, Intermediate, Advanced)		

1. I certify that the particulars contained in this Application For Employment are correct.
2. I consent to Murray Human Services verifying information contained in this Application For Employment with my employment referees.
3. If employed by Murray Human Services I agree:
 - a) To work in accordance with the Award under which I am employed (if applicable); and
 - b) To abide by the rules and regulations and policies and procedures of Murray Human Services.
4. I understand that if employed by Murray Human Services my employment shall be subject to the successful completion of a three (3) month probationary period.
5. I understand that I may be required to verify education and experience.
6. I understand that if the information contained in this Application For Employment is subsequently found to be incomplete or incorrect it may result in my dismissal.

Applicant's Signature: _____

Date: ___/___/___