

JOB APPLICATION FORM



Position Applied for:	Date:	
Type of Employment Sought <input type="checkbox"/> Full Time or Full time hours <input type="checkbox"/> Part Time or Casual		
Personal Details:		
Given Names: Surname:.....		
Address:		
Telephone Number: Mobile.....		
Date of Birth (optional) ___/___/_____ Gender (optional) <input type="checkbox"/> Male <input type="checkbox"/> Female		
Education and Qualifications:		
Highest Qualification	Name of school or college	Year completed
.....
Other relevant qualifications, trade skills or certificates		
.....		

Employment History: (Not required if resume attached) (Please start with your present or most recent employment)			
Employer	Position Held	Period Employed From - To	Reason Left

When could you commence employment with us?

Legal Requirements: Are you a permanent resident of Australia? Yes / No
 If No, are you legally permitted to work in Australia? Yes / No If Yes, for how long _____,

Do you have any current or pending convictions or actions likely to result in a conviction that would prevent you from obtaining a clear National Police Clearance Certificate. Yes / No /Unsure

Do you have a current valid Drivers Licence? Yes/No

Health :
 Do you have any previous or current medical condition or restriction, physical or otherwise, which may affect your ability to perform the essential requirements of the job. **Yes / No**

Mrs Mac's reserves the right to request a health evaluation to ensure you meet the physical requirements of the position applied for.

Have you ever had a Workers Compensation Claim **Yes / No**

You should note that failure to disclose a pre-existing disability may jeopardise your rights to Workers' Compensation if a pre-existing disability is aggravated at work (Section 79 of the Workers' Compensation and Rehabilitation Act, 1981). Disclosure of an illness, Workers' Compensation Claim or disability does not necessarily exclude an applicant from employment.

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Cont.../

Referees:

(Please provide the name, addressee and telephone number of at least one person as a recent work related referee from whom confidential reports may be obtained)

Name	Company	Position Held	Contact Number

Declaration by Applicant:

1. In making this application for employment, I declare that all the answers given above are true to the best of my knowledge. I understand clearly that I shall render myself liable to dismissal if I knowingly provide any false or misleading information.
2. I understand that Mrs Mac's places an emphasis on occupational safety and health and that I will be required to comply with occupational safety and health practices within the workplace.
3. I understand that part of the application procedure may involve a medical examination by a medical officer nominated by the Company and I authorise disclosure of the results of this examination to the Company.
4. I consent to any reference checks which may be necessary to support this application.

I, hereby declare that the information contained in this application is to the best of my knowledge true and correct.

.....
Signature of Applicant

.....
Date

Privacy: *Your application form contains personal information, which will be dealt with in accordance with our Privacy Policy. If you are successful in your application your form will become an employment record. If you are unsuccessful your application form will be kept for a maximum of 3 months before being destroyed.*

FACTORY POSITIONS ONLY

- Have you previously worked at Mrs Macs? Yes / No
- Do you know anyone who is employed at Mrs Macs? Yes / No

Are you available to work:-

- Morning shift:** Yes No (Start before 6am)
Afternoon shift: Yes No (Finish after 9pm)
Night Shift (CLEANING ONLY) Yes No (Start after 9pm)

If you have limited availability – please note the hours or days you are available to work

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Daily shift hours are dependant on daily operations and the role in which you are employed. Most but not all shifts operate from 5 or 6am and 1 or 3pm.

Do you have your own reliable transport? Yes / No.

If required would you be able to work reasonable additional hours? (Approx 1-3 hours per shift)

- Regularly Occasionally Rarely No