

	FILE NAME: BPAG Employment Application_FM035_010212.doc		
	AUTHOR: Trish Neill	CREATED:	REVISED: 01/02/2012

Application for Employment

Position applied for:

Last Name	First Name
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Address

Postcode

Telephone	Date of Birth	Age
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Drivers Licence No.	State	Class	Expiry Date
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Do you hold a WA or National Forklift licence / Certificate of Competency Yes No If 'Yes' attach copy to application

In case of emergency, please notify	Telephone
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Address

Postcode

Physical and Health History Disclosure

There are inherent requirements of employment at Better Pets and Gardens that include physical work (such as carrying weights, bending, standing for significant periods, twisting, sitting etc) as well as repetitive actions.

Do you have any pre-existing injury or illness which may impact on your ability to perform the inherent requirements of employment with Better Pets and Gardens?

Yes No

Please specify any pre-existing medical conditions / injuries / claims which may affect work for which you have applied: (partial or nil disclosure may void employment):

Do you suffer from any back, neck, shoulder or knee complaints? Yes No

If 'Yes' give details:

Are you required to take medication that may:

Affect your work performance? Yes No

Affect your attendance at work? Yes No

How much time have you lost from work in the past 3 years for illness?

Do you suffer from anything that may affect your performance or ability to fulfil job expectations?

Yes No

Would you be willing to undertake a medical examination? Yes No

Would you be willing to take an alcohol and other drug test? Yes No

Employment History

Details of Previous Employers

Dates (from / to)	Company	Position	Duties	Reason for leaving
to				
to				
to				

List Three Professional Referees

Name	Company	Address	Position	Telephone

Qualifications / Experience

Qualifications
Skills / Experience

Educational History

School attended	
Date last attended	
Highest level achieved	
Major achievements at school level	
Provide reference and contact number	

Further Education

Institution attended	
Dates attended	
Course/s completed	
Level achieved	
Major achievements	
Provide reference and contact number	

Right to Work in Australia

Are you:

	Citizen	Permanent Resident
Australian	<input type="checkbox"/>	<input type="checkbox"/>
New Zealand	<input type="checkbox"/>	<input type="checkbox"/>

Neither

If you answer "Neither" above, we will need to see your proof of residency status (this includes both your Passport and Australian Visa) if you are successful through the interview process. Providing this information to us authorises the Department of Immigration and Citizenship to release the details of your work rights status. Better Pets and Gardens can then employ you based on your Visa requirements if possible.

What hours per week does your Visa allow you to work?	<input type="checkbox"/> 0 - 10	<input type="checkbox"/> 21 - 30	<input type="checkbox"/> 11 - 20	<input type="checkbox"/> 31+
---	---------------------------------	----------------------------------	----------------------------------	------------------------------

General

From what date will you be able to start work?	
What type of employment do you seek?	full-time <input type="checkbox"/> part-time <input type="checkbox"/> casual <input type="checkbox"/>
If part-time or casual, what days or hours are you seeking?	Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Hours: _____
Have you worked for Better Pets and Gardens company previously?	Yes <input type="checkbox"/> No <input type="checkbox"/> Store Name: _____

Have you ever had your Drivers Licence revoked? Yes No If 'Yes' explain circumstances

--

Have you ever been involved in a traffic accident or had a conviction within the last 5 years? Yes No If 'Yes' explain circumstances

--

Do you have a criminal record?	Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes' give details:

Police clearance?	Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes' attach copy to application
Traffic conviction record including demerit point status	Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes' attach copy to application

Declaration

To the best of my knowledge, I believe that the above statements are true and correct. I understand and accept that any deliberately false, misleading or incomplete statements may lead to my dismissal, if employed.

I give Better Pets and Gardens permission to conduct the relevant reference checks and obtain the required information from past employers and/or other relevant parties. I understand that this will be done in an ethical and legal manner and will not compromise my current employment situation.

Applicant Signature		Date	
---------------------	--	------	--

Better Pets and Gardens Representative		Date	
--	--	------	--

Privacy

The information provided on this Employment Application is required so we may make a fair and thorough evaluation of you. Your personal information contained within this form shall be available only to employees who are directly involved in the recruitment process. Your application form will be held in a secure place and destroyed after 6 months.