

JOB APPLICATION FORM

APPLICANT SECTION

Position applied for:

Personal details

Name: _____ Maiden Name: _____

Preferred name: _____

Address: _____

Telephone Daytime: _____ Mobile: _____

Email: _____

Current qualifications

Qualification title	Institution/training provider	Year completed

Are you currently undertaking study/training?
(pick one) Yes No

If yes, course/program name: _____
(pick one) Full time Part time Distance Other

Previous employment (most recent first)

Employer name/ establishment	Dates from/to	Position held	Reason for leaving	Office use check initial/date

Do you agree to have references contacted in relation to this
application? (pick one) Yes No

*(Reference checks will be conducted legally in an ethical manner and all information derived
will remain confidential).*

Please provide details of three people who can speak on your behalf regarding your work
history.

Name	Contact No.	Position held/working relationship (e.g. supervisor)	Office use check initial/date

What type of work are you available for? (pick one) Full time Part time Casual

When will you be available for work?

Please provide any other information that you identify as being pertinent to this application (e.g. medical conditions, disabilities)

Declaration

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organization. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

Signed: _____ Date: _____

Thank you for applying!
Please email application to charles@sharppropainting.com.

EMPLOYER SECTION

Confidential – reference checks *for office use only*

Reference name	Comments	Would re-employ?		Initial	Date
		Yes	No		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

Action

Interview arranged for:

Offer of employment made

Position:

Letter of advice sent:

By:

Letter of appointment signed:

By:

Induction due on:

Payroll details entered:

By:

Probationary period expires on:

Notes

Application unsuccessful

Letter of advice sent:

By:

Application to be discarded on:

Notes