



## APPLICATION FOR EMPLOYMENT

### VACANCY:

<b>Position applied for:</b>				
<b>Date:</b>				
<b>Availability:</b>	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>
	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>	Sunday <input type="checkbox"/>	Full-time <input type="checkbox"/>
<b>Preferred shifts: (for Care staff only)</b>	Are you able to work <i>between</i> 6:30am – 3pm?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Are you able to work <i>between</i> 3pm – 10pm?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are you able to work <i>between</i> 10pm – 7am?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>When can you commence:</b>	/ /			

### PERSONAL DETAILS:

<b>Preferred Title:</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other:
<b>Name:</b>	First Name		Middle Name	Surname	
<b>Preferred Name:</b>					
<b>Address:</b>					<b>Postcode:</b>
<b>Telephone:</b>	Home:			Mobile:	
<b>E-mail address:</b>					
<b>Australian Citizenship:</b>	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
<b>Please provide any one of the following documents</b>	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Australian Citizenship Certificate <input type="checkbox"/> Foreign Passport with Valid Work Rights				
<b>Physical or medical restriction/s:</b>	No <input type="checkbox"/>		Yes <input type="checkbox"/> Please provide details		
<b>Languages (other than English):</b>	No <input type="checkbox"/>		Yes <input type="checkbox"/> Please provide details		

## EMPLOYMENT HISTORY:

Please provide your work experience details in chronological order, commencing with your most recently held position.

Employer	Position Held	From	To	Reason for leaving
1.				
2.				
3.				
4.				

## EDUCATION AND QUALIFICATIONS / SKILLS:

Please provide details of your educational qualifications:

Level	Institution	Duration of Studies	Name of Qualification
Secondary			
Tertiary			
Other Skills/Professional/Training qualifications deemed relevant			

Clinical / Nursing Staff only			
EN/EEN/RN (complete left side)		Cert III/IV (complete right side)	
Highest qualification obtained:	EN EEN RN Other _____	Highest qualification obtained:	Cert III in Aged Care <input type="checkbox"/> Cert IV in Aged Care <input type="checkbox"/> Other _____
Current AHPRA No:		Medication unit/s completed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Expiry date:		Medication unit code/unit description:	i.e. CHCCS305C, Assist clients with medication
Conditions of registration:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Training Provider:	
Explanation of conditions:		Date obtained:	/ /
		Current First Aid Certificate:	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Certificate Renewal date:	/ /

**REFERENCES:**

Please provide the details of three PROFESSIONAL referees

Name of Referee	Position/Title	Relationship	Contact Details (Phone or email if overseas)
1.			
2.			
3.			

**POLICE CHECK:**

The Aged Care Industry mandates that it is a legal requirement for each employee to have a current police check certificate

<b>Police Record Check:</b> Do you have a current Police Record check	No <input type="checkbox"/>	Yes <input type="checkbox"/> Please provide copy
<b>Criminal Charges:</b> Are you the subject of any criminal charge(s) still pending before a court, or have you been the subject of criminal conviction(s) or finding(s) of guilt before a Court which are not pardoned, quashed or spent convictions under Legislation?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Please provide details
<b>Pre-Employment Condition:</b> It is a condition of employment with St. Andrews Village that appointment to a position is dependent upon the receipt of clearance from a Police Records Check with the Australian Federal Police. Do you agree to allow the organisation to conduct this check as a pre-employment condition?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

**APPLICANT CHECKLIST:**

Please ensure the following documents are attached to your application

Resume	<input type="checkbox"/>
Cover letter	<input type="checkbox"/>
Police Record Check (Provide copies only)	<input type="checkbox"/> N/A <input type="checkbox"/>
Qualifications (Provide copies only)	<input type="checkbox"/> N/A <input type="checkbox"/>
Proof of Work Rights (Provide one of the following)	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Australian Citizenship Certificate <input type="checkbox"/> Foreign Passport with Valid Work Permit
Drivers License	<input type="checkbox"/>

## STATEMENT BY APPLICANT:

By completing this Application form for employment with St Andrews Village I acknowledge that:

1. This does not constitute an offer of employment
2. I authorise St Andrews Village to contact my nominated referees
3. I will provide St Andrews Village with the relevant information required to undertake a Police
4. Records Check Clearance and authorise St Andrews Village to obtain such information St Andrews Village will not give out my information to a third party
5. My application may be held by the organisation for period of 3 months

I hereby affirm that all information given by me in this application for employment is true and correct and that I have not knowingly withheld any circumstances or facts that would, if disclosed, affect my application. *Please type name, if unable to scan signature.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### Please note:

**Attach your resume with copies of qualifications and references with this form and post to:**

- Human Resources: 95 Groom Street, Hughes, and ACT 2605 or, email: [employment@sav.org.au](mailto:employment@sav.org.au)  
(Please Note: **DO NOT SUBMIT ORIGINALS** as we cannot guarantee the return of these documents).
- Our HR Department will contact you after the submission of your application.

### PRIVACY STATEMENT:

**The information requested on this application form is necessary to ensure a fair and thorough evaluation of all applicants with St Andrews Village. Personal information contained within this form shall be available only to employees and managers of the organisation with direct involvement in the recruitment process. Successful applicant Your application form will be kept on your employment file, or in the case of unsuccessful applicants, be kept in a secure place and after 3 months will be destroyed.**

### HR USE ONLY

Application Checklist		
Documents Received	Yes	No
Completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Current CV/Cover letter	<input type="checkbox"/>	<input type="checkbox"/>
Police Check	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Work Rights	<input type="checkbox"/>	<input type="checkbox"/>
Drivers Licence	<input type="checkbox"/>	<input type="checkbox"/>