



GIRL GUIDES
A U S T R A L I A
N S W & A C T

Application for Employment
(Applicant to complete)

FORM # : HR 005

Position Applied for:		Date of Application:	
Type of Position:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Casual <input type="checkbox"/> Any <input type="checkbox"/> Other (specify) <input type="checkbox"/>
Position Location:		Availability to Commence:	Now <input type="checkbox"/> or Date:

Personal Details

Given Names:		Surname:		Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:					
Suburb:		Post Code:			
Phone:		Mobile:			
Email:					
Language(s) Spoken:					
Are you an Australian Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>			Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you hold a valid work visa?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes what type of visa is it (give details):					

Attach a photocopy of visa and passport details: Passport Number#

Note: If your application is successful you will need to provide evidence that you can work in Australia, ie. Passport, Citizenship Certificate, Work Visa or Birth Certificate.

General Information

How did you hear about Girl Guides NSW & Act or this position?	Paper <input type="checkbox"/> Online <input type="checkbox"/> Girl Guides NSW & ACT Employee Recommended <input type="checkbox"/> by.....
Do you hold a current driver's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any relatives/friends working for Girl Guides NSW & ACT?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details:</i> _____
Are you or have you been employed by Girl Guides NSW & ACT?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, When?</i> _____
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?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details:</i> _____

Education and Trade Skills

(Please complete this section if you are not attaching your resume)

Level Attained	School/College/Institution & Location	Year Completed	Degree/Certificate Obtained
Secondary			
Tertiary			
Training Courses			
Trade Qualifications			



Attach a copy of your resume to this Application

Employment History *(please provide details of your last 2 employers – including current employer)*

Name, Address & Phone Number of Employer			
Nature of Business			
Position held & brief description of duties/and or achievements			
Name of Manager/Supervisor			
Reason for leaving			
Period of Employment	Date From		Date To

Name, Address & Phone Number of Employer			
Nature of Business			
Position held & brief description of duties/and or achievements			
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Name of Manager/Supervisor			
Reason for leaving			
Period of Employment	Date From		Date To

Referees (please include at least two (2) work based referees) Otherwise we cannot accept your application

Name/Position:	
Organisation:	
Relationship to you:	
Contact Number:	

Name/Position:	
Organisation:	
Relationship to you:	
Contact Number:	

Name/Position:	
Organisation:	
Relationship to you:	
Contact Number:	

Privacy

The information requested on this application for employment is necessary to ensure a fair and thorough evaluation of all applicants with Girl Guides NSW & ACT. Personal information contained within this form shall be available only to employees and managers of the organisation with direct involvement in the recruitment process.

Conditions of Employment

In order to assess a person's suitability for a position, all employees are required to serve a 6 month qualifying period.

All positions within Girl Guides NSW & ACT are subject to a criminal history check and employment or ongoing employment is subject to a satisfactory check. Employees are also required to complete a Pre-employment Health/Fitness Questionnaire and employment or ongoing employment is subject to you being able to perform all the inherent requirements of the position.

I confirm that all answers and statements on this application form and any attachments provided (& have attached my resume) are true and complete to the best of my knowledge. I understand that should I provide untruthful or misleading information, this application may be rejected or my employment with Girl Guides NSW & ACT may subsequently be terminated.

Applicant Signature:		Date:	
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Manager Checklist (Office Use Only)

(Manager to sight originals and obtain copies of the following prior to making any offers of employment)

Pre-employment Health/Fitness Questionnaire completed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Resume attached.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Criminal History Form Completed and attached.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Professional applicants relevant current registration.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Passport/Birth Certificate copy attached.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Work Visa sighted, copied and attached.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Manager's Name:		Manager's Signature:	
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Once appointment is confirmed, Manager to forward Application Form along with the above documentation to
HR Manager marked "**CONFIDENTIAL**".
 Locked Bag 950, Strawberry Hills 2012
 Or hrmanager@girlguides-nswact.org.au