

# HUMAN RESOURCES

HR-F01
APPLICATION FOR EMPLOYMENT

Application Date		Preferred Position	
------------------	--	--------------------	--

## PERSONAL DETAILS

First Name(s):	Surname:		
Residential Address:			
Postal Address:	D.O.B		
Home Phone:	Mobile Phone:		
Email:			
Are you currently employed?	YES	NO	If Yes notification period required

Are you a resident of Australia?	YES	NO
If not, do you hold a current Australian work permit? (only answer if no above )	YES	NO

## EDUCATION AND QUALIFICATIONS

Highest level of education:	
Main qualification:	
Other relevant skills:	

Please provide detail of any qualifications you are currently studying

--

**HEALTH**

Please provide details of any previous or existing medical/physical conditions which may be aggravated or affect efficient and safe performance in the role you are applying for

--

**RECENT EMPLOYMENT HISTORY** Please list most recent first

Name of Employer:	
Position Held:	
Start/Finish Dates:	
Reason for Leaving	

Name of Employer:	
Position Held:	
Start/Finish Dates:	
Reason for Leaving	

Name of Employer:	
Position Held:	
Start/Finish Dates:	
Reason for Leaving	



## QUALIFICATION/CERTIFICATES/LICENCES

LICENCES/CERTIFICATES (Excavator, Dump Truck, TIMI, Stop-Slow Bat)	DATE ACQUIRED	EXPIRY DATE	QUALIFICATION/CERTIFICATE/ LICENCE NUMBER
Current Drivers Licence			C – MR – HR – HC – MC-N/A
Workplace First Aid			Lvl 1 - Lvl 2 - Lvl 3
Construction Industry OHS Inducted	N/A		TAS – VIC – NSW – QLD – WA – SA – ACT – NT
PSSR (Instructed Persons/Person in charge)			

## REFEREES (Please provide details for contactable work referees)

Referee's name:		Telephone number:	
Business name and address:			
Relationship to referee:			

Referee's name:		Telephone number:	
Business name and address:			
Relationship to referee:			

## PRIVACY

At Gradco your privacy is important to us. Pursuant to the Privacy Act 1998 (Commonwealth), personal information you have provided us through your application for employment shall be available only to Gradco Employees and Managers who have direct involvement in our recruitment process. You may update or access your application information at any time by contacting the Human Resources Manager. Your application will be kept in a secure location for 6 months. If your application has not been successful within the 6 month period from lodgement, all information pertaining to your application for employment shall be destroyed.

DECLARATION

All positions with Gradco require pre-employment checks of prospective employees. When submitting this application for employment the following conditions will apply prior to a successful job placement offer:

- Your nominated current/previous employers may be contacted for a confidential reference check to verify your services and any information relevant to your application.
- You agree to complete a "Fit for work" pre-employment medical check including an alcohol and drug screen.
- You agree to take part in regular random workplace alcohol and drug testing.

By signing this declaration you agree to the stated conditions and confirm that all information on this application form and any attachments (i.e. Resume, competencies) are true to the best of your knowledge.

You understand and acknowledge that in providing untruthful or misleading information to Gradco this application may be rejected.

Applicants Signature:		Witness' Signature:	
Date:		Name of Witness:	
		Date:	

