

For your application for employment to be considered by Kurrajong Waratah ('Kurrajong') you must complete **ALL** sections of this form and attach copies of the required documentation.

1. POSITION DETAILS				
Position applied for				
Section (if known)				
Type of work (please circle)	Full time / Part time / Casual			
2. YOUR PERSONAL DETAILS				
Title (please circle)	Ms / Miss / Mrs / Mr / Dr			
Given Name/s				
Family Name or Surname				
If your name has changed since birth please state your previous name/s				
Date of Birth (DOB)		Place of Birth		
Your address				
State		Postcode	<input type="text"/>	<input type="text"/>
Telephone no	Home: Mobile:			
Email address				
Do you currently have a Higher Education Loan Program (HELP) debt? (previously known as a HECS debt)				Yes / No
3. NEXT OF KIN DETAILS / EMERGENCY CONTACT				
Next of kin or person/s to be contacted in case of emergency				
Name (1)		Name (2) optional		
Relationship to you		Relationship to you		
Contact details		Contact details		
4. EDUCATION (attach photocopies of results not originals)				
SECONDARY (HIGH SCHOOL)				
Name of School and Location	Years	Certificates achieved		
TERTIARY (UNIVERSITY AND/OR COLLEGE) Include copies of degrees, diplomas and/or certificates achieved				
Name of Institution and Location	Years	Name of Course	Course Complete? Y / N	If no, stage completed

<b>OTHER PROFESSIONAL DEVELOPMENT</b>			
Name of course provider and Location	Year	Name of Course/Professional Development	
<b>5. HOBBIES AND INTERESTS</b> (List your hobbies and interests below)			
This information may be used to assist in matching staff with client's interests.			
.i.e. gardening, netball, art, dancing, information technology, football, playing cards, fishing etc			
<b>6. EMPLOYMENT HISTORY</b>			
Have you at any time been employed by Kurrajong? If "yes" please give details, dates and reasons for leaving:		Yes / No	
Are you related to anyone in the employ or receiving services from Kurrajong? If "yes" please give relationship and details:		Yes / No	
Please detail where you have worked for the last 10 years. If extra space required attach additional pages.			
Period From / To	Name and address of Employer	Positions held (indicate if full time, part time or casual)	Main duties and responsibilities

7. REFEREE DETAILS			
Please provide names and contact details of two (2) people (other than relatives) who may be contacted to give a current work reference on your application. If approached, these people will be asked to provide character references and information about your immediate and past employment.			
Referee 1		Referee 2	
Name		Name	
Address		Address	
Relationship		Relationship	
Phone		Phone	

8. DUTY OF CARE INFORMATION / DECLARATIONS	
<b>NATIONAL CRIMINAL HISTORY RECORD CHECK</b>	
Have you ever been convicted of a criminal offence?	Yes / No
Are you currently facing charges yet to be determined for any offence (including Road Traffic Act offences)?	Yes / No
I understand that the shortlisted candidates will be required to complete a National Criminal History Check.	please tick <input type="checkbox"/>
<b>CHILD PROTECTION (PROHIBITED EMPLOYMENT) ACT 1998</b>	
The Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) or a Registrable Person under the Child Protection (Offenders Registration) Act 2000, to apply for, undertake or remain in, child-related employment. <u>Please consider this carefully and you should seek independent advice if you are unsure of your status as a prohibited person.</u>	
<b>DECLARATION - I declare that I am not a person prohibited by the Act from seeking, undertaking, or remaining in child related employment.</b>	please tick <input type="checkbox"/>
What is your working with Children Check Clearance number? (required for child-related employment positions)	Number:
<b>DRIVERS LICENCE</b> (attach a photocopy of your current drivers licence – both front and back)	
Do you have a current Drivers Licence?	Yes / No      Licence number:
<b>HEALTH AND MEDICAL DECLARATION</b>	
Do you currently have any disability or medical condition, which might prevent or impede you from being able to satisfactorily perform any duties that might be required of you in the position in which you have applied?	Yes / No
If yes, or unsure please provide details: (Please include details of any assistance / adjustments that would allow you to carry out the functions of the role.)	
Are you taking or consuming any prescription medication/s or other substance/s that may affect your ability to perform the duties of the role applied for or give rise to a risk of your health or safety in the workplace or that of other person?	Yes / No
If yes, please provide details	

Do you agree to undergo a medical examination, and/or drug and alcohol testing that relates to your capacity to perform the functions of the role you have applied for? (either now or in the future)	Yes / No
If no, please provide reasons:	
<b>WORKERS COMPENSATION</b>	
Have you ever claimed Workers' Compensation for an injury or disease?	Yes / No
If yes, please provide details:	
Do you have any Workers' Compensation claim/s unresolved/outstanding?	Yes / No
If yes, please give details:	

**DECLARATION AND SIGNATURE:**

I declare the information I have provided in this application for employment is true and correct to the best of my knowledge and belief.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions before mentioned may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal. I understand that this pre-employment declaration may form part of my personnel file.

I confirm that have attached the following documentation to this application: (please tick in the boxes below)

- A covering letter, including responses to the selection criteria
- Copies of relevant qualifications
- A photocopy of my birth certificate
- A copy of Work Permit/Australian Citizenship if applicable. (Note: We can only consider an appointment if you are an Australian Citizen, or have the status of permanent residency, or have an appropriate Work Permit.)

I further declare that in the event of my accepting employment with Kurrajong, I agree to the following terms of employment:

- I will observe the policies and procedures of Kurrajong
- I will comply with relevant legislation
- I will participate in Staff Orientation training as scheduled.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**SUBMIT COMPLETED APPLICATIONS** (to arrive at Kurrajong by the closing date).

**Online:** [www.kurrajong.com.au/careers](http://www.kurrajong.com.au/careers)

**Email:** [recruitment@kurrajong.com.au](mailto:recruitment@kurrajong.com.au)

**Post to:** Human Resource Manager, Kurrajong, PO Box 8576, Wagga Wagga, NSW 2650

**Deliver to:** Human Resource Manager, Kurrajong Administration Office, 131 Lord Baden Powell Drive, Wagga Wagga