

Application for Employment

Position Applied for:	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Surname:	First Name:
Date of Birth: / / 200	Driver's Licence No:
Current Address:	Postcode:
Home Phone:	Mobile:
Email Address:	
When can you start work?	
Are you legally entitled to work in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you every been convicted of a criminal offence? (Disclosure of a conviction does not automatically disqualify you from employment) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so what? _____	
<p>Medical: The following questions relate to Tulgeen Group's duty of care to job applicants, clients and employees.</p> <p>Do you have or have you had, any medical, including physical condition, drug or alcohol dependency, injury or psychiatric condition which may affect your capacity to carry out the requirements of the position being applied for; or if by carrying out the duties of the position your medical condition or health could be adversely affected. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'yes' please give full details and advise what adjustments may be required to enable you to carry out the inherent requirements of the job:</p> <p>.....</p> <p>.....</p> <p>If you need more room please attach a page to the back of this Application.</p>	

How did you hear about this Position Vacant	
<input type="checkbox"/> Newspaper – please specify	<input type="checkbox"/> Word of Mouth
<input type="checkbox"/> Tulgeen Group's Website	<input type="checkbox"/> Other – please specify
Additional Diversity/Equity information relevant to your Application	
<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Non-English Speaking Background	<input type="checkbox"/> Person with disability
<input type="checkbox"/> Aboriginal or Torres Strait Islander	
Contact in an Emergency	
Name:	Phone No:

Giving Consent

All applicants for positions with Tulgeen Group are asked to sign that they have read and understood the content of the following statement and that they give their consent to use and disclose their personal information for the purposes of recruitment and selection.

In accordance with the Privacy Act and relevant legislation, Tulgeen Group is committed to ensuring the confidentiality and security of your personal information. The information you supply during the recruitment and selection process will be used solely for the purposes of assessing your suitability for employment in the specified position. In order to assist Tulgeen Group in the assessment of you application, it may be necessary for us to disclose your personal information to certain third parties such as internal managers, your referees and as may be required by law. We will only disclose your personal information to third parties for this purpose. Periodically, Tulgeen Group provides statistics only. on our employment practices for the purposes of equity and diversity.

Tulgeen Group retains information relating to all applicants for a period of six (6) months after the selection process for a position has been completed. During this period if another position for which you may be suitable arises, we may use your information in considering your suitability for such a position. Tulgeen Group may place your application in a pool for future vacancies. If we do place you in a pool you will be notified.

Tulgeen Group also seeks information in relation to past performance and employment history. Therefore, reference checks with previous employers, police checks, bankruptcy and educational qualification checks if applicable are done prior to employment.

I consent to Tulgeen Group:	Please ✓ one box below
using and disclosing my personal information for the purposes of recruitment and selection for the position of Graphics Support Officer	<input type="checkbox"/> Yes <input type="checkbox"/> No
using and disclosing my personal information for the purposes of recruitment and selection for any other suitable positions that may arise in the future.	<input type="checkbox"/> Yes <input type="checkbox"/> No
making inquiries about me from my referees and any other person.	<input type="checkbox"/> Yes <input type="checkbox"/> No
carrying out a police Criminal Record	<input type="checkbox"/> Yes <input type="checkbox"/> No
out an educational qualifications check, if applicable to this position	<input type="checkbox"/> Yes <input type="checkbox"/> No

I certify to the best of my knowledge, all the information given in this application is complete, true and correct. I understand that if I am the successful applicant, providing false information on this form and other job application documentation could negate any future application made for workers' compensation and/or could lead to disciplinary action up to and including termination of employment.

Signature of Applicant: Date: / / 200.....

Staff are also required to read and sign Tulgeen Group's Staff Code of Conduct at Induction.