

# OutThere Landscapes & Design Pty Ltd

## Application for Employment

<b>Position/s Applying For</b>	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual	
What date are you able to commence? ____/____/____	Are you a Permanent Resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No
Availability <input type="checkbox"/> Monday to Friday	If no, what type of Visa do you hold? _____
<input type="checkbox"/> Saturday	Expiry Date of Visa: ____/____/____
	Passport / Birth Certificate #: _____
	(Original documentation must be sighted prior to commencement of employment.)

<b>Resume</b>
Please attach your resume with information regarding your employment history, education qualifications and reference information to this completed application form.

<b>Personal Particulars</b>
Prefix <input type="checkbox"/> Mr <input type="checkbox"/> Mrs      Last Name/Family Name _____ <input type="checkbox"/> Miss <input type="checkbox"/> Ms      First Name/Given Name/s _____ Preferred Name _____
<b>Home Address:</b>
<b>Home Ph:</b> <b>Mobile Ph:</b>
<b>Correspondence Address (If different from above):</b>
<b>Email Address:</b>
<b>Do you hold a current full drivers license?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where was it issued? _____
<b>How did you hear about this position?</b> If an Employee, please advise name;

**Work Related References:** Please provide the names of at least two previous employers who you have advised the Company may contact.

<b>Name</b>			
<b>Relationship</b>			
<b>Company</b>			
<b>Telephone No.</b>			
<b>Aware of our intention to contact if required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

May we contact your present employer for references?     Yes     No

If yes, who are we to contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Education:** Please provide a summary of the highest levels of education achieved or qualifications relevant to the position

<b>Level</b>	<b>Qualification Achieved</b>	<b>Year Obtained</b>
Secondary		
Tertiary		
Other		

**Additional Information (optional)**

Yes     No    Have you been dismissed or suspended from the service of any employer?

Yes     No    Are you prepared to work as and where directed and work reasonable additional hours when required?

Yes     No    Are you aware of physical or health condition/s that would prevent you from performing the inherent requirements of the position sought? If yes please attach details.

Yes     No    Have you had or reported a worker’s compensation claim? If so, provide details of the claim including compensation paid, nature of injury, employer, insurer and recovery timeframes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yes     No    Are you prepared to abide by company work and safety rules?

Yes     No    Have you ever been convicted in a court of law in any country? If yes, what were the circumstances? \_\_\_\_\_

\_\_\_\_\_

Please add any further information that may assist your application:

\_\_\_\_\_

\_\_\_\_\_

**Your Employment Application:**

Thank you for applying for a position with OutThere Landscapes & Design Pty Ltd.

This document explains how we will handle personal information about you in considering your application for employment, Please note that we have other policies that apply if your application is successful and you become an employee.

We are committed to protecting the privacy of the information that you provide us.

Mostly, we will collect information from you directly, to help us understand your qualifications, experience and suitability for employment with our company. If you do not provide us with this information, we will not be able to consider your application for employment.

We may also exchange information with other people and organisations concerning you. This may include previous employers, educational institutes and industry contacts, as well as referees whose name you provide us with

After we have had the opportunity to review all the information we obtain concerning your applicants for the employment position you are applying for at our Company, we will determine whether or not to make a formal offer of employment to you. If we make an offer to you, the information you have provided will form part of your employee records. If we do not make an offer to you at this stage, we will normally retain your file for a period of 3 months. We may in the future contact you in the event that another position becomes available for which you may wish to apply.

Please indicate below if you would like us to retain information about you on our system so that you can be contacted about employment opportunities within the next 3 months.

Yes Yes, if I am not successful in my application for this position please keep my employment application details in case other employment opportunities come up within the next 3 months.

No No, if I am not successful in my application for this position please do not consider me for any future positions.

*This information I am providing is true and accurate. I have read the above statement and accept these conditions for the handling of my personal information in applying for employment.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (please print clearly)

**Authorisation**

I understand that all information on this application is subject to verification. I agree and understand that, in the event of my employment by the Company, I shall be subject to disciplinary action, including dismissal, if any information that I have given in this application is false or misleading, regardless of the time of discovery.

I authorise the Company to inquire into my education, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Company and will hold the Company and my former employer harmless from any claim made on the basis that such information about was provided or that any employment decision was made on the basis of such information.

I hereby acknowledge that I have read and agree to the above statement, terms and conditions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: If you become an employee, this Employment Application document will form part of employment details. Employment records are exempt under the Privacy Act.**

***This application can be faxed to 02 9875 3489 or emailed to admin@outtherelandscapes.com.au***