APPLICATION FOR EMPLOYMENT

Section 1: Applicant to complete

Position Applied For:

**Date of Application:**

PERSONAL DETAILS

Surname:

Given name:

Address:

Contact Numbers:

E-mail address:

Postal Address:

***\*\*This document must be completed please do not write ‘see CV or resume’ in lieu of details\*\****

**EDUCATION AND QUALIFICATION DETAILS**

|  |  |  |
| --- | --- | --- |
| Date of Commenced and Date Completed Studies | Institution Attended (Name & Address) | Qualification(s)/Certificates details such name and student number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***\*\*Provide evidence of relevant studies and qualifications\*\****

**PREVIOUS EMPLOYMENT HISTORY**

Please list details of your positions held for the past 5 years or previous 3 employers if less than 3 employers in the past 5 years.

|  |  |  |
| --- | --- | --- |
| Period of Employment (Months & Years) | Organisation (Name & Address) | Your Position Title |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Do you speak any language(s) other than English? If so, which one(s)?

Travel Commitments and Additional Hours, Are you able to undertake overnight travel if required? **YES [ ] NO** [ ]

REFEREES

Please list below three referees whom we may contact regarding your suitability for the position.

|  |  |
| --- | --- |
| Name of Referee, Organisation and Position they hold | Contact Telephone Number |
|  |  |
|  |  |
|  |  |

*\*\*****Include name and details of your most recent line manager****\*\**

**If we offer you the position, when are you available to start work?**  Insert Date

|  |  |
| --- | --- |
| **Applications Documents to be returned** | **Confirm attached** |
| **1**.Current CV including copies of required licenses as outlined in JDF |  |
| **2.** Copy of passport or evidence of eligibility to work in Australia, if not an Australian citizen |  |
| **3.** Written responses to the selection criteria documented in the JDF |  |
| **4.** Pre-Employment Health Status Requirement Health Declaration |  |
| **5.** Completed Job application form (this form) |  |

**Return the above documents to:**

* Email: [katie.tyson@ovahs.org.au](mailto:katie.tyson@ovahs.org.au)
* Post: PO Box 216 Kununurra, 6743 or
* Hand Deliver: 1125 Ironwood Drive, Kununurra, 6743

For further information about OVAHS visit [www.ovahs.org.au](http://www.ovahs.org.au)