



# EXTERNAL EMPLOYMENT APPLICATION HR CF2

## POSITION DETAILS

Position Applied for: \_\_\_\_\_

Location: \_\_\_\_\_

Full-Time
  Part-Time
  Casual

## APPLICANT DETAILS

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Details: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## CURRENT QUALIFICATIONS

Title:	Institution / Training Provider:	Year Completed:

Evidence of qualification attached:  Yes  No

Are you currently undertaking studying or training?  Yes  No

Course/Program Name: \_\_\_\_\_

Full- Time
  Part- Time
  Distance
  Other

Completion Date: \_\_\_\_\_

## PREVIOUS EMPLOYMENT

Employer Name:	Dates:	Position Held:
	to	
	to	
	to	

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Author Title: EA	Authoriser Title: DSD	Approver Title: CEO
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## REFERENCES

### Confidential Referee Details

Please provide three professional referees, this must include a current manager/supervisor.

Do you agree to have referees contacted in relation to this position?  Yes  No

Name:	Phone:	Position Held:	Office Use: Date Checked / Initials

## HEALTH

Given the nature of the work, as detailed in the relevant job description, can you please confirm whether you have any pre-existing injuries or illnesses that may be affected by this work?  Yes  No

Details of pre-existing injury or illness:

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*Please note, failing to notify or hiding a pre-existing injury or illness which might be affected by the nature of the proposed employment, could result in that injury or illness being ineligible for future compensation claims.*

## AVAILABILITY

Available to commence work on: \_\_\_\_\_

Availability:

- Monday       Tuesday       Wednesday       Thursday       Friday  
 Saturday       Sunday

Do you have a second job?  Yes  No

If yes, Company Name: \_\_\_\_\_

Days and Hours of Work: \_\_\_\_\_

## RESUME

Resume attached:  Yes  No

## KEY SELECTION CRITERIA

Key Selection Criteria Attached:  Yes  No

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## ADMINISTRATION

Do you have a current full Australian Drivers Licence?  Yes  No

Licence No.: \_\_\_\_\_ State: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Do you have a recent Police Check?  Yes  No

Are you willing to undertake a Police Check?  Yes  No

Do you have a Working with Children Check?  Yes  No

Do you speak any other languages?  Yes  No

Language(s): \_\_\_\_\_ Competency: \_\_\_\_\_

## WORK ELIGIBILITY

To work for Ermha or MadCap you need to be one of the following:

- An Australian Citizen, permanent resident of Australia, or New Zealand citizens who have entered Australia on a valid passport and are allowed to stay and work in Australia without restriction. (A birth certificate, citizenship certificate or current passport is proof of eligibility).
- Non-citizens with a valid visa that provides work rights: A current passport containing the visa is proof of eligibility. If the visa has an expiry date, non-citizens can only engage in casual, temporary or fixed term roles that do not extend beyond the expiry date. Visitors on a Working Holiday Visa are permitted to work in temporary or casual roles, but no longer than six months with any one employer.

To check your eligibility to work in Australia, go to [www.immi.gov.au](http://www.immi.gov.au).

You will need to provide original documents as evidence of your right to work and Ermha will also check the visa details on VEVO, an online system on the Department of Immigration and Citizenship's website for employers to check the visa details of a prospective employee.

Are you an Australia citizen?  Yes  No

Are you a permanent resident?  Yes  No

Do you have a working visa?  Yes  No

Any restrictions?  Yes  No

Please provide visa expiry date, if applicable \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Do you consent to Ermha to check the visa details on VEVO?  Yes  No

Name on Passport: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Country of Issue: \_\_\_\_\_ Passport No.: \_\_\_\_\_

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## DECLARATION

I \_\_\_\_\_, declare that the information in this form is complete and correct to the best of my knowledge and understand that deliberately false, misleading or incomplete statements may result in non acceptance of this application and/or termination of employment. I understand that this statement does not constitute an offer of employment.

I consent to Ermha Inc conducting the relevant reference checks and obtaining the required information from previous employers and/or related parties, including but not limited to referees to determine my suitability for employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Ermha will treat all information obtained in a strictly confidential manner and will not release any information to any other party unless authorisation to do so has been obtained from the applicant.**

## CHECKLIST

Please ensure that you have completed all sections of the employment application and note that failure to provide supporting information may result in your application for employment not being considered.

- Cover Letter
- Contact Details of 3 Referees
- Response to Key Selection Criteria
- Resume
- Completed Employment Application
- Supporting Documentation  
*i.e. copies of qualifications/training*

Please send applications to :

Ms Jane Boldiston  
Manager: Human Resources & Assets  
Ermha Inc.  
67 Robinson Street  
Dandenong Vic 3175  
Ph: 03 9706 7388 Fax: 03 9792 9027  
Email: reception@ermha.org

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