



## Application for Employment

Please return this completed application together with your resume and any other relevant supporting information. Complete a separate application for each position you wish to apply for. This application must be completed by the person applying. All sections of this application must be answered. Incomplete applications may not be accepted.

Submissions may be made in person or by post to: 1 Warrina Street Innisfail, QLD 4860.

Position applying for (one only):

Date of application:

Mr  Mrs  Miss  Ms

Surname:

Given name(s):

Street address:

State

Post Code

Telephone:\*

Work

( )

Home

( )

Mobile

( )

\*Please tick (✓) preferred contact number

Email address:

Professional, trade or other qualification relevant to the position:

Registration number (Registered or Enrolled Nurse applicants only):

Statement of Service ('Assistant in Nursing' or 'Personal Carer' applicants only):

Hours worked

(please attach employer provided 'Statement of Service')

Other professional or trade qualifications:

Qualification	Institution Attended	Year Completed	Length of Course

Please nominate the basis on which you are entitled to work in Australia:

I am an Australian citizen, or

I am a permanent resident of Australia or a New Zealand citizen who has entered Australia on a valid passport, or

I am a non-citizen with a valid visa that provides work rights.



Are you registered with an Employment Service Provider?

Yes  No

If 'Yes', please select your Provider:  APM  CoAct/Workways  Epic  NEATO  Ostara  QITE  other

Employment Service Providers support their clients to find and keep jobs. Warrina Innisfail will seek to identify the services available to you that may support your application for employment

## Employment History

Employer	Town or City	Period of employment (mm/yy)	General duties performed
		ta	
		ta	
		ta	
		ta	
		ta	

## Professional Referees

Please provide the names and contact details of referees that manage or supervise your work in current or recent employment:

Name:

Position:

Organisation:

Telephone:  Email:

Name:

Position:

Organisation:

Telephone:  Email:

A reference check is a verbal or written assessment from a nominated referee of an applicant's employment history, work performance and other attributes relevant to the position being recruited for. By signing this form you give Warrina Innisfail your consent to collect, use and provide personal information about you from the referees nominated.

Are you aware of any known physical, psychological or other condition which may impact on your ability to perform the tasks of the role you are applying for?

Yes  No

If 'Yes', Please provide details



**Shift availability** – Please place a tick (✓) against each shift that, if successful, you intend to be available for.

Shift *		Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Morning	0630-1430							
Afternoon	1430-2230							
Night	2230-0630							
Business ** Hours	0830-1630							

\* times provided are estimates only and will vary with each position

\*\* 'administrative' and 'maintenance' positions only.

**Preferred number of shifts per fortnight** – Please indicate with a tick (✓) your preference for the number of shifts you prefer to work per fortnight  
 2-4 shifts     4-8 shifts     full-time equivalent workload

**Applicant identification** ('Assistant in Nursing' or 'Personal Carer' applicants only):

**Do you consent to having your photograph taken for the purpose of visual identification?**     Yes     No

*Warrina Innisfail may recruit groups of carers ('Assistants in Nursing' and 'Personal Carers') rather than individuals, requiring the consideration of a large number of applications by a selection panel. Your consent to our use of a photograph of you (taken by Warrina Innisfail) will enable the Panel to identify your application visually.*

*As an equal opportunity employer, Warrina Innisfail ensures that all recruitment and selection opportunities are made on the basis of merit, whereby decisions are made without reference to unrelated personal characteristics, such as sex, race, ethnic background, marital status, age, sexual preference, religion or disability.*

### Application for Employment – Privacy Statement

The personal information provided by you is used for recruitment and selection purposes and will be kept confidential. Your personal information may be disclosed to third parties involved in the selection process such as external organisations engaged to conduct recruitment and selection assessments and checks. This information will be used by Warrina Innisfail in assessing your application and if successful, it will also be used for employment-related administrative purposes. Please do not submit information you do not wish to be used as described.

Successful applicants are required to have a current National Police Certificate that does not preclude them from working in the aged care sector. Unless a copy of a valid police certificate is provided, an application for a police certificate will be filed by Warrina Innisfail on behalf of the successful applicant. Should the police certificate disclose any precluding offences, employment with Warrina Innisfail may be terminated.

If you have any concerns, enquiries or questions about this privacy statement, the handling of personal information or your participation in Warrina Innisfail's recruitment and selection processes you can contact us in the following ways:

Email: [hr@warrina.com](mailto:hr@warrina.com)

Telephone: (07) 4030 2500

Post: 1 Warrina Street, Innisfail QLD 4860.

I understand that knowingly or wilfully providing false or misleading information or withholding information during the application process may result in the rejection of my application or dismissal after appointment.

**Signature**

**Date**