

FORM:	Application for Employment – Postwill Pty Ltd T/as Village Bakery Cafe		
NUMBER:	REV HR FOR 04 001	DATE PREPARED: 08/06/2011	PAGE: 1 of 5



The applicant is required to fill in all the information in this application form. The information you provide along with the personal interview will be used to make a decision on your suitability for the position.

IMPORTANT NOTE: This Company is an *Equal Employment Opportunity Employer* and does not discriminate against any current or future employee

Position applying for _____

How did you find out about the position? _____

APPLICANT DETAILS

Last Name: _____ First Name: _____

Address: _____

Suburb: _____ State: _____ Postcode _____

Contact Phone: _____ Mobile _____

Email Address: _____

Are you licenced to drive a motor vehicle? Yes No

Driver's Licence number & class: _____

Have you ever lost your driver's licence? _____ (This has no bearing on your employment.)

Date of Birth: _____ Marital Status: (optional) _____

Emergency Contact (name): _____

Contact Phone: _____ Mobile _____

Do you have any special medical conditions that may hinder your job tasks or are there any adjustments that we can make to accommodate you? (This has no bearing on your employment.)

FORM:	Application for Employment – Postwill Pty Ltd T/as Village Bakery Cafe		
NUMBER:	REV HR FOR 04 001	DATE PREPARED: 08/06/2011	PAGE: 2 of 5

Application for Employment (cont)

List your qualifications related to this position and any relevant certificates, diplomas or other:

Briefly list your skills relating to this position:

PREVIOUS EMPLOYMENT DETAILS (Start with your most recent)

Dates from/to: _____ Employer: _____

Position: _____

Reason for leaving: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Can we contact this employer as part of our reference checking process? _____

Dates from/to: _____ Employer: _____

Position: _____

Reason for leaving: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Can we contact this employer as part of our reference checking process? _____

Dates from/to: _____ Employer: _____

Position: _____

Reason for leaving: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Can we contact this employer as part of our reference checking process? _____

FORM:	Application for Employment – Postwill Pty Ltd T/as Village Bakery Cafe		
NUMBER:	REV HR FOR 04 001	DATE PREPARED: 08/06/2011	PAGE: 3 of 5

Application for Employment (cont)

Is there any further information that you wish to add?

REFERENCES

Provide three references including names, contact numbers, relationship to you (eg supervisor).

1. Name: _____

Contact Number: _____ Relationship: _____

2. Name: _____

Contact Number: _____ Relationship: _____

3. Name: _____

Contact Number: _____ Relationship: _____

EDUCATIONAL HISTORY

School attended: _____ Date last attended: _____

Highest level achieved: _____

Major achievements at this level: _____

Provide referee & contact number: _____

FORM:	Application for Employment – Postwill Pty Ltd T/as Village Bakery Cafe		
NUMBER:	REV HR FOR 04 001	DATE PREPARED: 08/06/2011	PAGE: 4 of 5

Application for Employment (cont)

School/institution attended: _____ Date last attended: _____

Highest level achieved: _____

Major achievements at this level: _____

Provide referee & contact number: _____

AVAILABILITES

Operating Hours: Monday – Friday 5:30am – 7:30pm Saturday – Sunday 5:30am – 7:00pm

	MON	TUES	WED	THURS	FRI	SAT	SUN
Available FROM							
Available TO							

Please note: These availabilities become obsolete during school holidays – See supervisor to create holiday availabilities upon commencement of employment.

- What type of employment do you seek?
- Full Time Part time
 Casual Contract
 Apprenticeship Traineeship

If successful, from what date will you be able to start work? _____

This job may require travelling. Do you have any concerns about travelling? _____

Have you ever applied for a position with this company previously? _____

Have you ever worked for this company previously? _____

FORM:	Application for Employment – Postwill Pty Ltd T/as Village Bakery Cafe		
NUMBER:	REV HR FOR 04 001	DATE PREPARED: 08/06/2011	PAGE: 5 of 5

APPLICANT DECLARATION

To the best of my knowledge, I believe that the above statements are true and correct. I understand that any deliberately false, misleading or incomplete statements may lead to my dismissal if employed.

I, _____ give this company permission to conduct the relevant reference checks and obtain the required information from past employers and other relevant parties. I understand that this will be done in an ethical and legal manner and will not compromise my current employment situation.

Signed: _____ Date: _____

OFFICE USE ONLY

Application Received (Date): _____ (By): _____

Move to interview? YES / NO

Interview Booked (Date): _____ (Time): _____ (Interviewer) _____

Reference Checks:

	Reference	Comments
1.		
2.		
3.		

Is a second interview required? YES / NO

Date: _____ Has the applicant been notified? _____

NOTES

Application Outcome: Successful Unsuccessful

(Is successful) Induction date: _____ Orientation Date: _____