



Employment Application Form

ADDRESS APPLICATIONS TO

Envelopes to be addressed to: The Recruitment Officer 7 Buckman Close, Toormina, NSW 2452	Fax: Attention The Recruitment Officer (02) 6653 3839 Email: hrm@thermalelectric.com.au
<u>Applications must be received by the application closing date and include this employment application, cover letter and current resume.</u>	

APPLICANT INFORMATION

Last Name		First		Date
Street Address			City	
State	Postcode	Mobile		Home Phone
Work Phone		E-mail Address		
Date Available	Full Time <input type="checkbox"/>		Part Time <input type="checkbox"/>	
Position Applied for				
Where did you see the advert? Seek.com <input type="checkbox"/> Company Website <input type="checkbox"/> Other, please specify <input type="checkbox"/>				
Are you a citizen of Australia? YES <input type="checkbox"/> NO <input type="checkbox"/> Are you an Australian Resident? YES <input type="checkbox"/> NO <input type="checkbox"/>				

EDUCATION

High School		Address		
From	To	Highest level achieved	Yr 9 <input type="checkbox"/> Yr 10 <input type="checkbox"/> Yr 11 <input type="checkbox"/> Yr 12 <input type="checkbox"/>	
Tertiary Study		Address		
From	To	Completed?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Qualification
From	To	Completed?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Qualification
From	To	Completed?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Qualification
From	To	Completed?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Qualification

Please provide details of any other education below:



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PREVIOUS EMPLOYMENT

Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

REFERENCES

Please list two professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

Please ensure referees are made aware that they may be contacted anytime throughout the selection process.



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MEDICAL

Do you have any previous history of injury or medical condition that may affect your ability to perform the requirements of the position?

YES

NO

If yes please give details:

If you are offered employment you will be required to undergo a medical examination to assess your ability to perform the job. Do you agree to this?

YES

NO

DISCLAIMER AND SIGNATURE

I declare that the information given by me on this employment application is true and correct and understand that a false statement or dishonest answer renders me liable for dismissal.

I will abide by company rules and policies as declared to me or contained in the employee handbook, notice boards or manual.

I agree to participate in random drug testing performed by a medical practitioner or other persons authorized by the company.

I agree to participate in random alcohol testing conducted on the premises.

Signature

Date

PRIVACY

The information requested on this application for employment is necessary to ensure a fair and thorough evaluation of all applicants. Personal information contained within this form shall be available only to employees and managers of the company with direct involvement in the recruitment process. You may update or access your application information at any time by contacting the Recruitment Officer. Your application form will be kept in a secure place and after 3 months will be destroyed.

Thank you for your interest in Thermal Electric Elements.