



CONFIDENTIAL APPLICATION FOR EMPLOYMENT

If you are attaching a Resume/Curriculum Vitae, it is not necessary to complete Sections B & C.

PLEASE NOTE:

1. This application is suitable for applicants applying for either advertised employment vacancies OR wishing to express interest in future employment opportunities.
2. Copies of current qualifications must be attached to this application.
3. The application, when complete in full, can be mailed to the attention of the HR Manager c/o PO Box 500 Manly NSW 1655 or faxed to 9976 3711 or scanned and emailed with relevant attachments to jobs@aquaticleisuremanagement.com.au
4. Any acceptance and subsequent appointment is subject to proof of eligibility to work in Australia.
5. Any statement on this form which is found to be deliberately misleading will make you, if employed, liable for dismissal.

SECTION A – PERSONAL DETAILS

DATE OF APPLICATION: TYPE OF APPLICATION: (circle) Advertised Position OR Expression of Interest

POSITION TITLE APPLIED FOR: (list)

ADVERTISED LOCATION: (circle) Chatswood Mosman Bankstown Revesby North Rocks Manly

OR

LOCATION INTERESTED IN: (circle) Chatswood Mosman Bankstown Revesby North Rocks

AVAILABILITY TO COMMENCE: (date).....

SURNAME: GIVEN NAME:

(Preferred form of address: Mr / Mrs / Ms / Miss (Circle whichever applicable))

HOME ADDRESS:

POST CODE:

TELEPHONE NUMBERS:

Home: Mobile: Business:

Fax: E-mail:

DRIVERS LICENCE NUMBER: EXPIRY DATE:

CAR REGISTRATION:

If not an Australian or New Zealand Citizen, do you have a Working visa?(Copy is required)

Passport number:.....

Visa number: Expiry date:

Where did you see or hear about us? (Please tick)

Local Newspaper Friend/relative

Internet (Indicate Website)..... Other (please indicate).....

SECTION B – EDUCATION

1. SECONDARY (Show details of highest examination passed or attempted or attach copy of Certificate)

NAME OF EXAMINATION: Year 10 Year 11 Year 12

2. TERTIARY

Name of Institution	Course Undertaken	From	To	QUALIFICATIONS AWARDED (Please attach copies of your results)

3. OTHER SKILLS AND QUALIFICATIONS

You may include professional/technical qualification, courses, fluency in languages, office skills, computer skills
Please attach copies of your current license or certification

Certification	Registration Number	Date Obtained	Expiry Date

Professional Membership(s):

SECTION C – EMPLOYMENT HISTORY

Please indicate where you have worked before. Include overseas as well as Australian work experience. Voluntary work experience may also be included.

If space provided is insufficient and you wish to provide a more detailed work history, please attach extra pages to this form.

EMPLOYER	DATES		POSITION HELD
	From	To	

SECTION D – OTHER

Would you be willing to undertake country or interstate travel as required?.....

Do you speak, read or write any languages other than English?.....
 If so, which ones?

Is there any other information which you would like to include in support of your application for employment?

SECTION E – AVAILABILITY

Please indicate any times you are available to work with Aquatic Leisure Management:

(Please tick the boxes to indicate availability):

During School/ Uni Term:

Date School/ Uni commences: ___/___/___ Number of hours available for work: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Midday							
Afternoon							

If you have a copy of your uni/tafe/college timetable, please provide.

During School/ Uni Holidays:

Date School/ Uni Holidays commence: ___/___/___ Number of hours available for work: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Midday							
Afternoon							

Current & Future Commitments:

Please indicate the approximate length of commitment you are prepared to offer if employed (circle):

1-6 months 6-12 months 12-24 months 24 months +

Please indicate any commitments such as sport, music, study or other employment, which will prevent you from working on specific days/ times.

Day(s): _____

Times: _____

Dates of Commitment: From ___/___/___ to ___/___/___

Please indicate the dates of any holidays you have planned: From ___/___/___ to ___/___/___

Is this Holiday already booked? Yes No

Other notable items which may affect your availability:

.....

SECTION F – MEDICAL

Do you have any health problems or a medical condition that may affect your ability to perform the requirements of the position [as specified above or in the position description attached to this application?]

If so, please provide the details:

Would you agree to undergo a medical examination to assess your suitability to be able to carry out the requirements of the position?

If you have a disability, please indicate how the workplace might be adjusted to overcome any barriers that may affect your performance.

.....
.....
.....

SECTION G – REFERENCES

(Regarding work history and / or education)

Please provide names and addresses of three referees, one of which should be your most current employer.

- 1. **Name:** **Title:**
Organisation:
Telephone No: **Email Address:**
- 2. **Name:** **Title:**
Organisation:
Telephone No: **Email Address:**
- 3. **Name:** **Title:**
Organisation:
Telephone No: **Email Address:**

SECTION H – CRIMINAL RECORD CHECK

Have you ever been convicted of a criminal offence?

If so, which one(s)?

*To be convicted a Court would have made a finding that you were either:

- Convicted by a single judge or jury of the offence
- Guilty of the offence(s) charged but dismissed without a conviction

The conviction will be *spent* in certain circumstances which means that you do not have to mention it.

- If you have been given a 556A, your conviction will usually be spent as soon as the order is made or once any bond recognisance or period of probation expires;
- In other cases, if 10 years have passed since the date of your conviction (5 years if you have been a child offender); or
- If you were not sentenced to imprisonment at all or were not sentenced to imprisonment for more than 30 months; or
- You have not re-offended during the 10 year period (or in the case of a child offence 5 yr); or
- No statutory or regulatory exclusion applies to you employment.

SECTION I – PROHIBITED EMPLOYMENT CHECK



APPLICANT DECLARATION AND CONSENT

Personal Details:

Family name: _____

First name: _____ Other given name(s): _____

Previous names/aliases:

Family name: _____

First name: _____ Other given name(s): _____

Residential address:

Address Line 1: _____

Address Line 2: _____

Suburb/Town: _____ State: _____

Postcode: _____ Country: _____

Phone: _____ Mobile: _____

email: _____

Date of birth: _____ Gender: _____

Place of birth:

Suburb/Town: _____ State: _____ Country: _____

Identifying document:

If you used one of these documents to verify your identity, please fill in these details.

Licence Type:

Driver's License Firearms License

Licence number: _____

Issuing Agency:

- | | | |
|---|--|--|
| <input type="checkbox"/> Australian Capital Territory | <input type="checkbox"/> New South Wales | <input type="checkbox"/> Northern Territory |
| <input type="checkbox"/> Queensland | <input type="checkbox"/> South Australia | <input type="checkbox"/> Tasmania |
| <input type="checkbox"/> Victoria | <input type="checkbox"/> Western Australia | <input type="checkbox"/> Commonwealth of Australia |
| <input type="checkbox"/> Defence Force Academy | <input type="checkbox"/> Australian Navy | <input type="checkbox"/> Australian RAAF |
| <input type="checkbox"/> Issued by a country other than Australia | | <input type="checkbox"/> Other |

Passport Type:

Private Government UN Refugee

Issuing Country: _____ Passport number: _____

Position applied for: _____

Title: _____ Type: _____

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, or to sign this declaration. A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- murder of a child
- serious sex offence, including carnal knowledge
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping (unless the offender is or has been the child's parent or carer)
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or

- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the *Child Protection (Offenders Registration) Act 2000*.

A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction. Details of these offences can be found online at Working With Children Employer Guidelines Fact Sheet 1. A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

Declaration and consent

I am the applicant named in this form. All information in this form, and identification documents provided for this application, are true and correct. I understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I have not omitted any names or aliases that I use or used in the past.

I have read and understood the contents of this form and the relevant information in the Working With Children Employer Guidelines. I declare that I am not a prohibited person under the Commission for Children and Young People Act 1998 and I understand that it is an offence for a prohibited person to seek child-related employment.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. National criminal record check for charges and/or convictions (including spent convictions) for:
 - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
 - any child-related personal violence offence;
 - any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence; punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- may have not been heard or finalised by a court; or
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.

2. Check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a children; and

3. Check for relevant employment proceedings notified to the Commission for Children and Young People under the Commission for Children and Young People Act 1998.

I consent to these checks being conducted and consent to the Commission for Children and Young People or an Approved Screening Agency obtaining any relevant record identified by these checks and any additional information relating to that record from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk. I consent to these sources disclosing information relating to that record to the Commission for Children and Young People or Approved Screening Agency.

I acknowledge that:

- the information obtained during the Working With Children background check, including this consent, may be collected and used by and/or disclosed to the Commission for Children and Young People or an Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People and Approved Screening Agencies may share the information obtained during the Working With Children background check for the purposes of the Working With Children Check;
- the outcome of an estimate of risk will be provided to my prospective employer or their employer-related body;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

Signature: _____

Date: _____

What should I do next? Once you have completed your details, you will need to sign the printed form and provide the signed form to your prospective employer/volunteer organisation. You may also wish to retain a copy for your records.