

Employment Application

Date of Application: ____ / ____ / ____

Position Applying For: _____

PERSONAL DETAILS: Application to be completed by hand

Title (please circle)	Mr	Mrs	Miss	Ms	Other:	
Name:						
Address:						
Suburb:						
Postal Address:				Postcode:		
Contact No's:	Home:		Mobile:			
Email:				Fax:		
DOB:	____ / ____ / ____			Birthplace:		
Residency Status:	Australian Resident? Y / N			Language/s Spoken:		
Do you have a criminal record?	Y / N (If yes please detail)					
<u>Current</u> Qld Drivers Licence?	Y / N	Type:	No. _____	Exp /		
Type of work sought? (circle one)	Full Time		Part Time		Casual	
Salary Amount sought?						
When can you commence work?						
What hours are you available?						
How will you travel to work ?	Public Transport		Own Transport		Other:	

HEALTH RECORD

Do you have any medical or health issues that may affect your safety or performance at Qld Concrete Drilling & Sawing? If so please provide a brief description of the issue and how it can be appropriately managed.

OTHER SKILLS & ATTRIBUTES

List any additional skills, experience and/or qualifications you feel would contribute to you being successful for the position applied for.

TRAINING & EDUCATION

Start with your most recent training or qualification

Year	School, TAFE, University, College, RTO	Qualification achieved

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EMPLOYMENT HISTORY

Please provide details of your most recent employment. Please complete all areas including the dates

Current or Last Employer:		Phone No.:
Contact Name & Title:		
Dates of Employment:	From:	To:
Position Held:		
Duties / Responsibilities:		
Reason for leaving:		

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Position Held:		
Duties / Responsibilities:		
Reason for leaving:		

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TERMS & CONDITIONS

1. I authorise a company representative to verify all details contained within the employment application including the Employment History on Page 3 of this application, and consent to them contacting all previous employers listed for the purpose of determining my suitability for employment and confirming my employment and workers compensation details.
2. I understand that completion and submission of this application does not constitute an offer of employment from Qld Concrete Drilling & Sawing and I will be notified in writing once my details have been verified.
3. I will keep all information relating to Qld Concrete Drilling and Sawing Pty Ltd confidential, including but not limited to documentation, financial records and security systems. I further understand that any breaches of the above may be grounds for dismissal

APPLICANTS DECLARATION

I _____, the applicant listed on Page 1 of this application, certify that the answers and information given by me on Pages 1, 2, 3 and 4 of this employment application are true and correct in every detail and I understand that any offer of employment is based on the accuracy of the information I have provided, and that any material, misinterpretations or omissions by me may be a cause for dismissal.

Applicant's signature: _____ Date: _____

Please ensure all questions have been answered and all sections completed before submitting

RETURN COMPLETED APPLICATION FORM TO:

Postal Address: Attn: To The Office Manager
Qld Concrete Drilling & Sawing Pty Ltd
PO Box 902
Archerfield Qld 4108

Email: jobs@qcds.com.au