

# APPLICATION FOR EMPLOYMENT



**PRIVATE & CONFIDENTIAL**

**Position applying for:**

Surname: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number/s: \_\_\_\_\_

Email address: \_\_\_\_\_

Current driving licence?       No     Yes → Class/Conditions: \_\_\_\_\_

**What are your Australian Working Rights:**     Citizen     Permanent Resident  
 Visa (details: \_\_\_\_\_)  
 Other (details: \_\_\_\_\_)

**Qualifications**

Please list your Qualification/s related to the position

1. \_\_\_\_\_ Year: \_\_\_\_\_

2. \_\_\_\_\_ Year: \_\_\_\_\_

**Achievements and Strengths that you would bring to this role**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Skills Questionnaire for CNC Machinists (tick all that applies)**

What type of programming can you write?       ISO       IGF       Fanuc  
 Okuma       Siemens       Mazatrol  
 Others \_\_\_\_\_

Can you use CAD/CAM packages?       No       Yes (Type: \_\_\_\_\_)

Can you use Vertical CNC Machining centres?       No       Yes (Type: \_\_\_\_\_  
Size: \_\_\_\_\_)

Can you use Horizontal CNC Machining centres?       No       Yes (Type: \_\_\_\_\_  
Size: \_\_\_\_\_)

Can you use CNC Lathes?       No       Yes (Type: \_\_\_\_\_  
Size: \_\_\_\_\_)

**Employment History**

*Please complete in full, listing your most recent employment first*

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**1.** Name of employer: \_\_\_\_\_  
Address of employer: \_\_\_\_\_  
\_\_\_\_\_  
Job title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Start salary: \_\_\_\_\_ Finish salary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Notice required in current role: \_\_\_\_\_

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**2.** Name of employer: \_\_\_\_\_  
Address of employer: \_\_\_\_\_  
\_\_\_\_\_  
Job title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Start salary: \_\_\_\_\_ Finish salary: \_\_\_\_\_  
Reasons for leaving: \_\_\_\_\_

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**3.** Name of employer: \_\_\_\_\_  
Address of employer: \_\_\_\_\_  
\_\_\_\_\_  
Job title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Start salary: \_\_\_\_\_ Finish salary: \_\_\_\_\_  
Reasons for leaving: \_\_\_\_\_

**Current membership of professional bodies**

Please note any professional bodies you are a member of or are registered with.

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**Other employment**

Would you continue any other employment if you were to be successful in obtaining this position?

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**Leisure**

Please note your leisure interests, sports and hobbies, other pastimes etc.

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**Criminal record**

Please note any criminal convictions. If none, please state.

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**General comments**

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**Declaration**

*(Please read this carefully before signing this application)*

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the employer reserves the right to require me to undergo a medical examination. I understand that should the employer require further information and wish to contact my doctor with a view to obtaining a medical report, the employer will inform me of their intention and obtain my permission prior to contacting my doctor. In addition, I agree that this information will be retained on my personnel file during employment and for up to six years thereafter.
3. I agree that should I be successful in this application, I will, if required, apply for a National Police Check and/or Working with Children Check. I understand that should I fail to do so, or should the check not be to the satisfaction of my employer, any offer of employment may be withdrawn, or my employment terminated.

Signed: \_\_\_\_\_

Date: / / \_\_\_\_\_