



St Mary's Villa
Residential Aged Care

Application for Employment

- **St Mary's Villa promotes equality and diversity in employment opportunity**
- **All information provided here will be treated in the strictest confidence**
- **If your application is unsuccessful, this form shall be kept for a period not exceeding six (6) months and then destroyed**
- **All supporting documentation must be provided before this application will be assessed**
- **If offered employment, this form will become the basis of your personnel file**

Please complete this form as accurately and neatly as possible. Use block letters

Position Applied for: _____ Date of Application: _____
Available to commence: _____

YOUR PERSONAL DETAILS

Title: *(please tick ✓)* Mr Mrs Ms Miss Other *(please specify)* _____

Surname: _____
(please print)

Given Name(s): _____ Preferred Name: _____
(please print)

Practicing Name: _____
(if different Health professionals only)

Home Address: _____
_____ Postcode: _____

Contact Phone: Mobile: _____ Home: _____
Work: _____

Email address: _____

Person to Contact in an Emergency:

Name: _____

Relationship: _____

Contact Phone: Mobile: _____
Home: _____
Work: _____

EQUAL EMPLOYMENT OPPORTUNITY

Country of Birth

Nationality

Do you speak a language(s) other than English? Yes (please specify below) No

St Mary's Villa encourages applications from Indigenous Australians

Are you an Aboriginal person?

Yes

No

Are you a Torres Strait Islander person?

Yes

No

St Mary's Villa welcomes applications from people with disabilities.

Do you have a disability?

Yes

No

If yes; please indicate how the workplace might be adjusted to overcome any barriers that may affect your performance.

Documents attached:

(please tick ✓)

Birth Certificate

Citizenship Certificate

Passport

Driver's License

Do you currently hold an Australian Department of Immigration Visa? Yes No

If yes; specify type? _____ Expiry Date: _____

What; if any work restrictions apply? _____

Do you have any known injuries, disabilities or health problems likely to affect your ability to undertake this position?

Yes (please give brief details below)

No

WORK EXPERIENCE *(or attach Resume)*

Include casual, part-time and full-time work. Start at your current job and work back in time.

From Month/Year	To Month/Year	Employer	Job Title	Reason for Leaving

Are you registered to practice with the Australian Health Practitioners Regulation Agency (AHPRA)?

Yes (please specify below)

No

Registration No:

Membership of professional organisations (please specify):

A current police check is a requirement of employment at St Mary's Villa

Do you have one that is less than 3 months old?

Yes (please attach)

No (if successful one will be conducted on your behalf):

RELEVANT EDUCATION / QUALIFICATIONS *(or attach Resume)*

Training / Certificate Courses Completed

Date: _____ From: _____ To: _____

Institution: _____

Qualifications Gained: _____

Date: _____ From: _____ To: _____

Institution: _____

Qualifications Gained: _____

Tertiary Studies Completed

Date: _____ From: _____ To: _____

Institution: _____

Qualifications Gained: _____

Date: _____ From: _____ To: _____

Institution: _____

Qualifications Gained: _____

Details of Current Studies

Date: _____ Commenced: _____ Expected completion date: _____

Institution: _____

Course Name: _____

Basis of study: Full-Time Part-Time Online / external



Please attach any relevant In-Service Records / Certificates

RECENT EMPLOYMENT REFEREES (2) REQUIRED (MUST BE SUPERVISOR LEVEL)

NUMBER 1

NUMBER 2

Name: _____

Title: _____

Phone Number: _____

Relationship to you: _____

Referee's Employer: _____

CONDITIONS OF EMPLOYMENT

- St Mary's Villa is a smoke-free workplace. Smoking is only permitted in designated outdoor areas in official meal breaks.
- As part of the selection/recruitment process, you may be required to participate in a pre-employment medical examination.
- As part of the recruitment/selection process, you may be required to participate in this organisation's immunisation program designed as a WH&S measure.
- Employment is offered at St Mary's Villa under the terms and conditions of:
 - i) the relevant award/agreement
 - ii) the policies/procedures
 - iii) the staff handbook.

All staff appointments are subject to a clear criminal record check and a satisfactory 6-month probationary period.

ACKNOWLEDGEMENT

I have read and understood the above conditions of employment. Furthermore, the information stated on my application for employment is true and correct to the best of my knowledge and belief. I am aware that any false or inaccurate information given by me may prevent my employment or be the cause for my dismissal.

Signature: _____ Date: _____