
DUNBAR HOMES INCORPORATED

Residential Aged Care Services for the Presbyterian Church in South Australia



APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

This application form must be completed accurately. It is essential for the processing of your application for employment that all of the questions be completed.

Each applicant must accept that there is no guarantee of employment given at the completion of this form.

| |
|---------------------|
| SURNAME: |
| GIVEN NAMES: |

DUNBAR HOMES INCORPORATED

Residential Aged Care Services for the Presbyterian Church in South Australia



POSITION APPLIED FOR: _____

ARE YOU SEEKING: PART TIME / CASUAL EMPLOYMENT?
(Please circle)

PREFERRED NUMBER OF HOURS PER FORTNIGHT: _____

SURNAME: _____ FIRST NAME _____

ADDRESS: _____

_____ POSTCODE: _____

POSTAL ADDRESS (IF DIFFERENT FROM ABOVE):

_____ POSTCODE: _____

TELEPHONE: (HOME) _____ MOBILE: _____

ARE YOU LEGALLY ENTITLED TO WORK IN AUSTRALIA? _____

DO YOU HAVE ANY PHYSICAL OR MEDICAL CONDITION OR ANY OTHER CONDITION WHICH MAY IMPACT ON THE INHERENT REQUIREMENT OF THE JOB? IF YES, GIVE DETAILS:

DO YOU AGREE TO UNDERGO A MEDICAL EXAMINATION IF REQUESTED?

- YES NO

DUNBAR HOMES INCORPORATED

Residential Aged Care Services for the Presbyterian Church in South Australia



EDUCATION

| QUALIFICATION | NAME OF ESTABLISHMENT | LEVEL ACHIEVED | DATE COMPLETED |
|---------------|-----------------------|----------------|----------------|
| | | | |
| | | | |
| | | | |

OTHER RELEVANT QUALIFICATIONS / ABILITIES (EG DRIVER'S LICENCES, LANGUAGE, FIRST AID CERTIFICATE ETC):

EMPLOYMENT HISTORY

PREVIOUS EMPLOYMENT (BEGINNING WITH PRESENT OR MOST RECENT):

Please only complete if you have not attached your resume with these details listed

| DATES | ORGANISATION | LOCATION | YOUR POSITION |
|-------|--------------|----------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

DUNBAR HOMES INCORPORATED

Residential Aged Care Services for the Presbyterian Church in South Australia



ARE YOU AVAILABLE TO WORK?

DAYS YES NO

AFTERNOON SHIFT YES NO

NIGHT SHIFT YES NO

WEEKENDS YES NO

IT IS OUR EXPECTATION THAT STAFF WILL BE AVAILABLE TO WORK ALL SHIFTS OVER A 7 DAY ROSTER.

NAME, ADDRESS AND PHONE NUMBER OF THREE REFERRES FROM WHOM CONFIDENTIAL REPORTS MAY BE OBTAINED:

DUNBAR HOMES INCORPORATED

Residential Aged Care Services for the Presbyterian Church in South Australia



DECLARATION BY APPLICANT:

I DECLARE:

- (a) That the answers to the foregoing are to the best of my knowledge true and correct in every way.
- (b) That if my application for employment is successful I will be bound by and will at all times observe and respect such terms and conditions of my employment and such policies and rules as may from time to time be promulgated, specified or otherwise stipulated by my employer.
- (c) That I understand that any erroneous or false declaration made by me in this application may result in disciplinary action, or possible dismissal.
- (d) That I understand if my application is successful my employment is subject to a satisfactory medical report provided NN Occupational Health (Such examination will be paid for by the employer).

Signature of Applicant: _____

Date: _____

FOR OFFICE USE ONLY

- APPLICANTS INFORMATION VERIFIED
- REFEREES CONTACTED INTERVIEWED
- SUCCESSFUL UNSUCCESSFUL

INTERVIEWERS: _____

OTHER POSITIONS APPLICATION MAY BE SUITABLE FOR: _____
