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| **Postion Details** | | | | |
| Position applied for: | | | | |
| **Employment type**:  ***Paid  Unpaid / Volunteer  Casual  Permanent*** | | | | |
| **Applicant details** | | | | |
| Full Name:       Preferred name: | | | | |
| Gender:\*       Date of Birth:\*\* | | | | |
| Country of Birth:\*       Language (other than English): | | | | |
| Do you identify as Aboriginal or Torres Strait Islander?\* Yes  No | | | | |
| Street address: | | | | |
| Suburb: | | State: | | Postcode: |
| Home phone: | | Mobile: | | |
| Email:  Do you consent to the use of personal email address for the purpose of receiving workplace related communications ie staff newsletters, job vacancies and training opportunities? Yes  No  Employees of YWCA Canberra automatically become affiliate members of YWCA Canberra, do you consent to use of personal email to receive membership newsletters and updates? Yes  No | | | | |
| **Documentation required** | | | | |
| Types of documentation required include: Birth certificate / Passport, Police check, Drivers Licence (If role requires), Copy of Qualification (If role requires) and/or approved training (ie First Aid). | | | | |
| Are you an Australian Citizen / Permanent Resident?  Yes  No | | | | |
| If NO, please provide expiry date and visa status: Expiry Date: | | | | |
| Permanent Residency Visa  Temporary Residency Visa  Occupational Training Visa | | | | |
| Student Visa  Other (provide details): | | | | |
| **Supporting evidence must be provided with submission of employment application form.** | | | | |
| Have you ever been found guilty of any criminal offence?  Yes  No  If YES, please provide brief details: | | | | |
| Are you currently facing charges yet to be determined for any criminal offence?  Yes  No  If YES, please provide brief details: | | | | |
| **Due to legislated requirements, if you are offered a position with YWCA Canberra you are required to obtain and maintain a current Working With Vulnerable People Registration ( and working with Childrens check for NSW where required), and may be required to undergo a police check.** | | | | |
| **Health Status** | | | | |
| *A disability or injury is not a barrier to the consideration of an application for employment with YWCA Canberra. This information is necessary to enable us to provide you with a safe system of work as required under legislation, in the event that you are offered employment, and to enable the provision of appropriate assistance. The disclosure of any such information will not be used to discriminate against you because of the existence of any such disability or medical condition.* | | | | |
| Have you ever previously been declined employment due to illness/injury?  Yes  No | | | | |
| Have you ever previously had to leave employment due to illness/injury?  Yes  No | | | | |
| During the course of previous paid employment have you made any Worker’s Compensation claims?  Yes  No  If YES, has the claim been finalised? If not finalised, please give details: | | | | |
| Have you ever received any payment, involving a resignation from employment, in redemption of a liability under a Worker’s Compensation Act?  Yes  No  If YES, please provide date of resignation and name of employing authority in which resignation took effect: | | | | |
| **Employment Declaration** | | | | |
| Have you been employed previously at the YWCA of Canberra?  Yes  No  If YES, please provide year:       last position title: | | | | |
| **I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name) declare as follows:**  1. I understand that, if my application for employment with the YWCA of Canberra is successful and I am employed for the position which I have applied or in any other position, the offering of employment to me by the YWCA of Canberra will be expressly on the basis that the information that I have provided in relation to my application for employment is true and correct in every detail.  2. I understand that any incorrect statement or deliberately omitted information in my application or interview for employment on any matter relevant to my employment with the YWCA of Canberra, including (but not restricted to) my qualifications, experience, ability, physical or mental health or personal integrity, may make me liable to disciplinary action which may include dismissal.  3. To the best of my knowledge all information contained in my application, provided in support of my application and disclosed in response to the following questions is true and correct in every respect. | | | | |
| **Applicant’s Signature**: |  | | **Date**: | |
| Thank you for completing the Employment Application Form. Please ensure you return this to the hiring manager should you be invited for an interview.  **Note:** Your privacy is important to us. All information is confidential and remains within the hiring manager while your application for employment is assessed. Information is kept in accordance with the YWCA Recruitment Privacy Policy. For information gained through third party websites, like SEEK, please refer to the third-party sites for how your personal information is stored.  If you are successfully appointed to a paid position, your information will be handled and stored according to the YWCA Employee Privacy Policy. YWCA Canberras privacy policy provides coverage for Volunteers and Unpaid employees, with YWCA Canberra. | | | | |