



St. Bartholomew's House
Reconnecting lives.

JOB APPLICATION FORM

All applicants must complete this form in full.

Please note - we receive a large number of applications. Failure to complete the form correctly may result in your application being excluded from consideration.

POSITION BEING APPLIED FOR:

SECTION 1: PERSONAL DETAILS

TITLE	MR	MRS	MS	OTHER
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SURNAME

GIVEN NAMES

ADDRESS

SUBURB

POSTCODE

PHONE

EMAIL ADDRESS

Do you hold a valid Australian driver's license?	Yes	No
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DETAILS OF OTHER LICENSES HELD

SECTION 2: PASSPORT AND VISA DETAILS

If you are NOT a permanent Australian resident please complete the below.

Are you legally entitled to work in Australia?	Yes	No
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Do you have any work restrictions?	Yes	No
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If yes, how many hours per week can you work?

Please note – permanent positions are only open to permanent Australian residents. Successful applicants who are residing in Australia under a visa will be required to provide copies of visa documentation for the purposes of a VEVO check before an Offer of Employment can be made.

SECTION 3: AVAILABILITY

For shift work positions, are you available (tick those which apply)

Day shift Afternoon shift Night shift Weekends Public Holidays

When are you available to commence employment with us?

If requested, how often can you work outside normal hours?

Regularly Occasionally Rarely Never

SECTION 4: HEALTH

Please provide details of any previous or current medical conditions or restriction, physical or otherwise, which may affect your ability to perform the essential requirements of the job.

This must include any medical condition or restriction arising from a previous workers' compensation claim. Failure to provide such information may jeopardise your rights to workers' compensation if a pre-existing disability is aggravated at work (Section 79 of the Workers' Compensation and Rehabilitation Act 1981).

Have you ever made a claim for compensation following a work accident, motor vehicle or any other accident? Yes No
If you have answered yes, please provide details.

At the time of making application for this position, are you receiving payment or treatment for any previous worker's compensation claim? Yes No
If you have answered yes, please provide details.

Section 79 of the Workers Compensation and Rehabilitation Act 1981 gives the Workers Compensation Board discretion to refuse to award compensation which would otherwise be payable where it is proved that the worker has, at the time of seeking or entering employment, wilfully or falsely represented themselves as not having previously suffered from the disability, the subject of the claim for compensation.

SECTION 5: CONVICTIONS

Have you ever been convicted of any offence in any court; or are you currently the subject of any charge pending before the court? Yes No
If you have answered yes, please provide details.

A criminal record does not necessarily disqualify an applicant. The date of the offence, the nature of the offence, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offence to the position(s) applied for may, however, be considered. If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before a final decision is made.



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In order to have your application considered, the following documents **MUST** be provided. For ease of handling, **attach all documents to the email which will be created when you click APPLY NOW once this form is completed.**

ATTACHED?

Covering letter

Resume (no more than 3 pages in length)

Statement addressing selection criteria (no more than 2 pages in length)

Qualifications

Additional documentation (passport, visa documentation and driver's license) may be requested from the successful applicant if required.

It is a requirement that all staff at St Bart's supply a police check on commencing employment. If you do not have a current police check (no more than 3 months old) this can be arranged with St Bart's if you are the successful applicant.

ATTACHED?

Police Check (if you currently possess one no more than 3 months old)

It is a requirement that all staff at St Bart's possess a valid First Aid Certificate (valid for at least 4 months from date of employment). Should you be successful in your application and you do not have a First Aid Certificate you will be required to obtain this prior to the end of your 3 month probation period.

ATTACHED?

First Aid Certificate (if you currently possess one)

SECTION 7: REFERENCES

All offers of employment are made subject to the completion of satisfactory reference checks. Please supply the details for 3 referees we can contact – 2 must be professional referees (one of which should preferably be your current Line Manager).

You will be advised BEFORE any references are contacted.

NAME

COMPANY & POSITION

TELEPHONE NUMBER

Where did you hear about the advertised vacancy?



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In submitting this application for employment I, _____ declare that:

- The above statements are true and correct.
- I authorise you to make such investigation and enquires as may be necessary in arriving at an employment decision.
- In the event of employment, I understand that if any statement made is purposely misleading this may be viewed as grounds for termination from employment.

Thank you for your interest in working for St Bartholomew's House. All applicants will be contacted and advised of the outcome of their application.

Once this form is complete click the button below to save to your computer.

You should then email this form, along with your supporting documentation, to hadmin.officer@stbarts.org.au