

# VILLAGE OF ST. CHARLES

## JOB APPLICATION FORM

### APPLICANT SECTION

Position applied for: \_\_\_\_\_

#### Personal details

Name: \_\_\_\_\_

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

Telephone Daytime: \_\_\_\_\_

Mobile: \_\_\_\_\_

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

#### Current qualifications

Qualification title	Institution/training provider	Year completed

Are you currently undertaking study/training?  
(check one)

Yes

No

If yes, course/program name: \_\_\_\_\_

(tick one)

Full time

Part time

Distance

Other

#### Previous employment (most recent first)

Employer name/ establishment	Dates from/to	Position held	Reason for leaving	Office use check initial/date

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Do you agree to have references contacted in relation to this application? (check one)

Yes

No

*(Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.)*

Please provide details of three people who can speak on your behalf regarding your work history.

Name	Contact No.	Position held/working relationship (eg supervisor)	Office use check initial/date

What type of work are you available for? (check one)

Full time

Part time

Casual

When will you be available for work?

Please provide any other information that you identify as being pertinent to this application

## Declaration

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

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

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

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## EMPLOYER SECTION

**Confidential – reference checks** *For office use only*

Reference name	Comments	Would re-employ?		Initial	Date
		Yes	No		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

### Action

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**Interview arranged for:** <insert date>

### Offer of employment made

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Position:

Letter of advice sent: <insert date>

By: <insert name>

Letter of appointment signed: <insert date>

By: <insert name>

Induction due on: <insert date>

Payroll details entered: <insert date>

By: <insert name>

Probationary period expires on: <insert date>

Notes

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### Application unsuccessful

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Letter of advice sent: <insert date>

By: <insert name>

Application to be destroyed on: <insert date>

Notes

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