

## 1 Introduction

The Employment Application Form is to be completed by any candidate applying for a position at De Poi Consulting.

The completed form is to be emailed to [info@depoiconsult.com](mailto:info@depoiconsult.com). Please ensure your resume is included with your application.

## 2 Personal Details

<b>Name (First name, Surname)</b>	
<b>Preferred First Name (if different)</b>	
<b>Title</b>	<input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Other (please specify): _____
<b>Email Address</b>	
<b>Telephone (Home)</b>	
<b>Telephone (Mobile)</b>	

## 3 Position Applying For

<b>Position Title</b>	
<b>Salary Range</b>	
<b>Date Application Submitted</b>	

## 4 Employment History

Present or Most Recent Employer			
<b>Position/Title</b>			
<b>Company Name</b>			
<b>Location (City &amp; Country)</b>			
<b>Dates of employment</b>	Commenced		Completed
<b>Duties (please list)</b>			
<b>Reason for leaving</b>			

Previous Employer			
<b>Position/Title</b>			
<b>Company Name</b>			
<b>Location (City &amp; Country)</b>			
<b>Dates of employment</b>	Commenced		Completed
<b>Duties (please list)</b>			

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<b>Reason for leaving</b>	

<b>Previous Employer</b>			
<b>Position/Title</b>			
<b>Company Name</b>			
<b>Location (City &amp; Country)</b>			
<b>Dates of employment</b>	Commenced		Completed
<b>Duties (please list)</b>			
<b>Reason for leaving</b>			

### 5 Qualifications

Please note original qualifications will be required at the time of interview if your application progresses.

<b>Qualification 1</b>			
<b>Full Name of Qualification</b>			
<b>Abbreviation</b>			
<b>Institution Name</b>			
<b>Institution Suburb/City/Country</b>			
<b>Qualification Status</b>	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress		
<b>If Completed: Date conferred</b>			
<b>If In-progress: Date Started</b>		<b>Expected Date of Completion</b>	

<b>Qualification 2</b>			
<b>Full Name of Qualification</b>			
<b>Abbreviation</b>			
<b>Institution Name</b>			
<b>Institution Suburb/City/Country</b>			
<b>Qualification Status</b>	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress		
<b>If Completed: Date conferred</b>			
<b>If In-progress: Date Started</b>		<b>Expected Date of Completion</b>	

<b>Qualification 3</b>			
<b>Full Name of Qualification</b>			
<b>Abbreviation</b>			
<b>Institution Name</b>			
<b>Institution Suburb/City/Country</b>			
<b>Qualification Status</b>	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress		
<b>If Completed: Date conferred</b>			
<b>If In-progress: Date Started</b>		<b>Expected Date of Completion</b>	

### 6 Passport & Visa Information

Please provide a copy of visa entry stamp and passport if not a Permanent Resident or Australian Citizen at time of interview (if required).

<b>A) Are you an Australian Citizen?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>B) Are you an Australian Permanent Resident?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>C) Are you legally permitted to work in Australia?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, do not proceed)		
<b>If NO to A or B, please indicate Visa Type (e.g. 309 or 457)</b>			
<b>If Visa type entered above, please provide the following details:</b>	<b>Approval Date</b>		
	<b>Approval Number</b>		
	<b>Expiry Date</b>		
<b>Current Passport(s)</b>	<b>Country</b>		<b>Number</b>
	<b>Country</b>		<b>Number</b>

### 7 Additional Information

<b>Have you been convicted of a criminal offence within the past 5 years?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Do you have a current police clearance?</b> <i>(Please note it is a condition of employment that a police clearance is/can be provided)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>If no, do you foresee any difficulties in obtaining one?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Do you hold a valid and current SA Drivers licence?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Do you have a medical condition or are you on any medication that</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>If Yes, provide details:</b>		

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<p><b>would restrict/stop you from fulfilling the requirements of the position?</b></p>	
<p><b>Where did you hear about the position at De Poi Consulting?</b></p>	<p> <input type="checkbox"/> Seek    <input type="checkbox"/> Agency    <input type="checkbox"/> Not Applicable  <input type="checkbox"/> Other (please specify) _____  <input type="checkbox"/> Existing Employee (please specify) _____         </p>

### 8 Privacy Clause

De Poi Consulting Pty Ltd collects this information for the purpose of assessing your application for employment. De Poi Consulting complies with the National Privacy Principles issued under the Privacy Act 1988.

### 9 Conditions of application/Disclosure

- a) I understand that completion of this employment application may not necessarily lead to an interview.
- b) I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions of fact on this application or my resume may result in disqualification for employment and/or termination.
- c) I hereby authorise De Poi Consulting to investigate any aspect of my prior educational and employment history. I authorise my current and former employers and educational institutions to provide information about me to De Poi Consulting. I hereby release De Poi Consulting and its representatives from all liability for seeking such information and all other persons and/or entities from liability for furnishing such information to De Poi Consulting.

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date (dd/mm/yyyy)**

My signature (written or typed) is evidence that I have read, understood, and agree with the above statements.

Please email this form to [info@depoiconsult.com](mailto:info@depoiconsult.com)

**Please ensure that you have attached a resume and covering letter to your application and selected the correct file type. De Poi Consulting accepts the following file types; MS Word & PDF's. Total file size must be under 2MB.)**