

APPLICATION FOR EMPLOYMENT FORM

ABORIGINAL LEGAL SERVICE OF WA (INC)



Thank you for your interest in the Aboriginal Legal Service of Western Australia, Inc (ALSWA). Please complete all sections of this form either electronically or by printing clearly in blue or black pen. Information on specific positions may be obtained from our Personnel Officer on (08) 9265 6954.

Date of Application: _____ Position applied for: _____

PERSONAL DETAILS

Family name: _____ Given names: _____

Address: _____ State: _____ Post Code: _____

Phone No: _____ Mobile: _____

Email address: _____

PLACE OF BIRTH - CITIZENSHIP

What is your country of birth? _____

Are you of Australian Aboriginal or Torres Strait Islander descent, and do you identify yourself as Australian Aboriginal or Torres Strait Islander? Yes ☐ No ☐

Are you an Australian Citizen? Yes ☐ No ☐

If No do you have permanent Australian Residency Status? Yes ☐ No ☐

If no, please provide details of your visa: Working Holiday ☐ Student ☐ 457 ☐ Other ☐

Please provide copy (attached) ☐ Expiry Date: ____/____/____

Does your visa place any work restrictions on you? Yes ☐ No ☐

If yes, please provide brief details: _____

Do you hold a current driver's licence? Yes ☐ No ☐

Are there any proceedings you are aware of which are pending and which may result in the disqualification or suspension of your licence? Yes ☐ No ☐

POLICE CLEARANCE:

Employment is subject to a satisfactory Police Clearance. A criminal record does not necessarily disqualify an applicant.

Have you ever been convicted of a Crime? Yes ☐ No ☐

If yes, provide brief details: _____

Should your application be successful please note you are required to immediately notify your supervisor in writing if any of the circumstances change in relation to your criminal record screening check outcome. Failure to comply may result in termination of employment.

HEALTH:

Please provide details of any previous or current medical condition 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 Injury Management Act 1981).

Disclosure of a medical condition or restriction does not necessarily exclude an applicant from employment.

REFEREES:

Please provide details of two referees. Your nominated referees will need to have recently supervised you in a working environment and where possible provide information relevant to the type of role for which you have applied. By completing this section you are giving permission for ALSWA to contact your nominated referees to provide information relevant to your application. Ideally you should provide referees from your current or most recent employment.

Referee Name and Position	Organisation and working relationship with you	Telephone contact Details
		Email contact Details
Referee Name and Position	Organisation and working relationship with you	Telephone contact Details
		Email contact Details

DECLARATION BY APPLICANT:

1. I understand that any misrepresentation of facts in this application could be cause for termination if employed.
2. I understand that part of the application procedures may involve a medical examination by an officer nominated by ALSWA and I authorise disclosure of the results of this examination to ALSWA.
3. I consent to any reference checks which may be necessary to support this application.

I, _____ hereby declare that the information contained in this application is to the best of my knowledge true and correct.

Signature of Applicant: _____ **Date:** ____/____/____

By completing this application you are confirming that the information in your application is true and correct. Making a false declaration, may result in termination of your employment.

Thank you for taking the time to complete this application.

PRIVACY

Your application form contains personal information, which will be dealt with in accordance with our Privacy Policy. If you are successful in your application your form will become an employment record. If you are unsuccessful your application form will be kept for 6 months before being destroyed.