



APPLICATION FORM

Applicant Information			
Full Name:	Last	First	Middle
	Date		
Address:	Number/Street	State	Postcode
Contact:	Email	Telephone	
<p>I, the Applicant give permission for Tanunda Lutheran Home Inc. representatives to contact me regarding information about my application or possible future employment through text messages, email, telephone calls or in writing sent to the above mentioned address YES/NO (Please circle)</p>			
Emergency Contact:	First Name	Last	Telephone
	Name		Address
Health and Physical Fitness			
<p>Are you aware of any medical condition or other factor relating to your health and physical fitness which may prevent you from performing the inherent requirements of the position you are applying for? YES/NO (Please circle) If YES please specify below</p>			
<i>Employment with Tanunda Lutheran Home Inc. is subject to a Physical Assessment and if relevant a medical examination</i>			
Employment Agreement Sought			
Position Sought:	(Please write the position you are applying for)		
Classification Sought:	(Please circle) Full-Time Part-Time	Part-Time Casual	Fixed Term Full-Time Fixed Term
I am available and prepared to work:	(Please circle) Morning Shift Weekends	Afternoon Shift	Night Shift
Education and Qualification (please list the most relevant to the position you are applying for)			
	Year of Attainment	Institution	Qualification Title
Secondary:			
Tertiary:			
Tertiary:			
Tertiary:			
Employment History (Most recent position first)			
Employer	Position Held	Commencement Date	Cessation Date
			Reason for Separation
<p>Please briefly list your key responsibilities and working experience</p>			
Referees (Tanunda Lutheran Home may contact the listed persons to obtain a verbal reference)			
Name	Organisation	Title	Telephone Number

Declaration by Applicant

I DECLARE:

- a) That the answers to the foregoing are to the best of my knowledge true and correct in every way.
- b) That if my application for employment is successful I will be bound by and will at all times observe and respect such terms and conditions of my employment and such policies and rules as may from time to time be promulgated, specified or otherwise stipulated by the employer.
- c) That I understand that any erroneous or false declaration made by me in this application may result in disciplinary action, or possible dismissal.
- d) That I understand that if my application is successful, my employment may be subject to a satisfactory physical assessment and/or medical assessment provided by a Medical Practitioner nominated by the employer. (Such examination will be paid for by the employer.)
- e) I understand that if my application is successful, appointment to this position and continuing employment is subject to production of a satisfactory National Police Certificate on commencement of employment and on a three-yearly renewable basis as per legislative requirements.

Signature of Applicant: _____ Date: _____

Administration Use Only

Reception Use Only	Date	Human Resources Use Only	Date	
<input type="checkbox"/> Application form and TLH Values to Candidate <input type="checkbox"/> Original Police Clearance Sighted <input type="checkbox"/> Permission to Copy Form Completed <input type="checkbox"/> Copy of Police Clearance to Manager <input type="checkbox"/> Copy of Relevant Qualifications to Manager <input type="checkbox"/> Copy of Registration to Manager <input type="checkbox"/> Copy of Statement of Attainment to Manager		Applications		
		<input type="checkbox"/> Application Unsuccessful-filed		
		<input type="checkbox"/> Application Successful-to Manager to organise interview		
		Interviews		
		<input type="checkbox"/> Interview Completed- Application to HR		
		<input type="checkbox"/> Notification to Interview Unsuccessful Candidate-Filed		
		<input type="checkbox"/> Successful Candidate notified to Undertake Physical Assessment		
		Physical Assessment		
		<input type="checkbox"/> Applicant Notified of Successful Outcome		
		<input type="checkbox"/> Accepted <input type="checkbox"/> Declined-Filed <input type="checkbox"/> Successful P/A Candidate notified of induction date and to bring: Payroll Superannuation details Police clearance Registration Qualifications <input type="checkbox"/> Notification to Physical Assessment Unsuccessful Candidate-Filed		

Human Resources Notes

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