



HR01 GRADUATE TO BANKSIA APPLICATION

Position Applied for: Care Services – Graduate to Banksia **Employment basis:** Permanent Part Time

SECTION A - PERSONAL DETAILS

Mr Mrs Miss Ms
 Surname: _____ Other Name(s): _____
 Address: _____

 _____ Post Code: _____
 Telephone Home: _____ Telephone Mobile: _____
 Telephone Work: _____ Fax: _____
 Email _____
 D.O.B.: / / Male Female
 Are you an Australian Citizen or Resident? Yes No
 If no, do you have a working visa? Yes No (please provide a copy)

SECTION B - EQUAL EMPLOYMENT OPPORTUNITY (This section is for compliance with EEO legislation)

Was English the first language of:	Yourself <input type="checkbox"/> Yes <input type="checkbox"/> No	Your Mother <input type="checkbox"/> Yes <input type="checkbox"/> No	Your Father <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you from a racial, ethnic or ethno-religious group, which is a minority in Australian society?
 Yes No

Are you of Aboriginal or Torres Strait Islander origin?
 No Yes - Aboriginal Yes - Torres Strait Islander Yes - Both Aboriginal & Torres Strait Islander

It is the policy of Banksia to accept applications from people with disabilities and to attempt to meet reasonable/appropriate work-related requirement for employees.
 Do you have a disability? Yes No

If yes, please indicate any requirements needed to have the ability to complete the job applied for.

SECTION C - EDUCATION

1. Secondary - Show details of highest examination passed

Name of Examination	Year 10	Year 11	Year 12
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2. Current Studies - Show details of studies currently enrolled in a copy of certificate

Name of Institution	Course Enrolled in	Commenced	Expected course completion date	Qualification

Modules/units already completed: _____

3. Other Skills and Qualifications - You may include professional/technical qualifications, courses, fluency in languages, office skills, etc.

Current Professional Registration: _____ Valid to: ____/____/____
 (please attach copy of registration)

Do you have a current Drivers Licence? Yes No If yes, which class? _____
 Expiry Date: ____/____/____

Do you have a current First Aid Certificate? Yes No Expiry Date: ____/____/____

SECTION D - EMPLOYMENT HISTORY

Please indicate where you have worked before. Please indicate all work experience in Australia and Overseas. Voluntary work can also be included.

Employer	Dates		Position Held
	From	To	
<i>Present Position</i>			

SECTION E - SPECIAL NEEDS

If you have any special needs to enable you to attend for an interview, please list them below or contact the facility.

SECTION F - REFERENCES

Name:		Title:	
Organisation:			
Contact No:			

Name:		Title:	
Organisation:			
Contact No:			

Name:		Title:	
Organisation:			
Contact No:			

SECTION G – INTEREST IN AGED CARE

Please provide a brief statement about why you want to work in aged care.

APPLICANT STATEMENT AND DECLARATION

- Are you aware of any circumstances regarding your health, which may interfere with the satisfactory discharge of the duties of the position for which you are now applying?

Yes No

If yes, please comment: _____

Upon employment with Banksia:

- I agree to have a "Pre-employment Health Declaration Form" completed and attend a Physical Assessment with Banksia's Physiotherapist.

Yes No

- I will notify the department manager within 24 hours should I be investigated, charged or convicted of a criminal offence.

Yes No

- I declare that all statements in my application are correct to my knowledge and that the making of a false statement may lead to dismissal.

Yes No

- I am aware that a criminal record check will be conducted if I am recommended for appointment and I will be required to sign a consent form and provide appropriate ID. I declare the information contained in this application is true. I understand that any intentional omissions from this application or false statement may lead to my dismissal.

Yes No

- I declare that the qualifications I have asserted to have are genuine and acknowledge that false claims may lead to my dismissal and / or prosecution for any relevant offence.

Yes No

Surname: _____ First Name: _____

Signature: _____ Date: ____/____/____

Send your completed application form and resume to:

Nicole de la Rue
Human Resources Manager
Banksia Villages Limited
69 Heath Street, BROULEE NSW 2537
P: 02 4471 6031
E: humanresources@banksiavillage.com.au