

EMPLOYMENT - APPLICATION FORM

Please complete the Employment Application Form accurately, providing as many details as possible of your skills and experience relating to the position. An interview will be based on the information gathered from your application form, read in conjunction with the person specification. You will be advised of the outcome of your application in writing.

PERSONAL DETAILS

1. Position applied for: _____
2. Full Name: _____
3. Date of Birth: (optional) _____ Sex: _____
4. Home Phone: (_____) _____ Mobile Phone: _____
5. _____
6. Mobile Phone: _____
7. Email address: _____
8. Street Address: _____

9. Do you hold a current drivers license? YES/NO
10. Expected Wage/Salary: _____

EDUCATION

11. Please provide us with your education background and any qualifications which you feel are relevant to the position. Include relevant courses which you are currently undertaking.

Name of school/university	Subjects Studied	Qualification/Level	Date Gained

EXPERIENCE/SKILLS

12. Please take the time to give specific information relating to your experience and skills in support of your application. It is important that you provide evidence of your achievements by giving examples.

**EMPLOYMENT HISTORY – Please provide details of the last two positions held
(Please attach additional pages if more room is needed)**

Last Position Held	
Dates of position held	
Brief description of duties	
Reason for leaving	
Previous Position Held	
Dates of Position Held	
Brief Description of Duties	
Reason for Leaving	

REFERENCES

13. Please provide name, address and position/occupation of at least two references. References from your present or most recent employer would be highly regarded.

Name: _____

Position: _____

Organisation: _____

Address: _____

Telephone: _____

Name: _____

Position: _____

Organisation: _____

Address: _____

Telephone: _____

DECLARATION AND SIGNATURE

14. The information supplied in this application form is accurate to the best of my knowledge.

Signature: _____ Date: _____

By signing and returning this application form you consent to COUTTS REDINGTON using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for the next six months.

Thank you for completing the form.

Alternatively you can print your completed form and return – together with your Resume and Cover letter to:

Coutts Redington

PO Box 1184

Aitkenvale Q 4814

OR email: careers@couttsredington.com.au