

APPLICATION FOR EMPLOYMENT

Position applied for:				
Preference (Please select):	Full Time	Part Time	Casual	Relief

Personal Details

Title (please circle)	Mr	Mrs	Miss	Ms	Other
Surname:					
Given name/s:				Preferred name:	
Home Address:	Street:				
	Town:			Postcode:	
Postal Address (if different):					
Telephone:	Day:		Evening:		Mob:
e-mail:					
Are you legally permitted to work in Australia?					
A temporary resident with a current Work Visa: (if yes, please attach copy of relevant Visa)					
How many Hours work are you legally permitted to complete a week?					
Are you of Aboriginal / Torres Strait Islander origin? Yes / No					

Employment Details

Have you previously worked for Autumn Lodge (including Ningana/Wollemi)? Yes / No		
If Yes – indicate previous designation/position:		
Dates	From: / /	To: / /

Employment History

Please attach your current resume including details of employment, relevant experience, qualifications or skills and three referees (preferable previous recent employers)

Any other information which may assist your application (*use back of sheet if more space is required*):

Applicants Initials _____

Drugs & Alcohol

Autumn Lodge has a zero tolerance policy for attendance under the influence of drugs or alcohol including random testing for prospective and current employees.

Medical Information & History

Note: Autumn Lodge reserves the right to request a pre-employment medical assessment by a Medical Officer nominated by Autumn Lodge and at our expense prior to employment.

Do you suffer from any illness, physical disability or medical condition, which may affect your work performance and your ability to perform the type of work you are applying for? **Yes / No**

If yes, please provide FULL details:

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Have you ever made a claim for workers' compensation?

If yes please provide full details:

Injury/Illness	Date of Occurrence	Employer

Physical Requirements of the Job

Your work requires a certain level of physical strength and flexibility. Please read the following carefully;

Must be able to:

Maintain a slight to moderate degree of lumbar flexion for periods of a few minutes at a time repeatedly throughout a working day.

Maintain a crouched/kneeling position for several minutes at a time.

Push / pull up to 20 kgs for several minutes at a time.

Stand for lengthy periods.

Walk reasonable distances.

Must have and be able to maintain:

Moderately good whole-of-body flexibility

Medium levels of aerobic and anaerobic capacity

Reasonably strong and stable leg joints for prolonged squat, standing and walking

Good spinal strength and flexibility.

<u>Overall strength level required to perform the job:</u>	moderate
A high strength level is required:	Occasionally
A medium strength level is required:	Frequently
A low strength level is required:	Frequently
Overall flexibility level required:	Moderate
Spinal:	Moderate
Shoulder girdle/arm/hand:	Moderate
Hip/knee/ankle/foot:	Moderate

Applicants Initials _____

Overall endurance/fitness level required to perform the job:

The average duration of a **high** level of physical activity is (half)

The average duration of a **medium** level of physical activity is

The average duration of a **low** level of physical activity is

Moderate

1 hr/day.

2 - 5 hrs/day.

1 - 3 hrs/day.

Do you feel you can Satisfy the Physical Requirements for the job?	
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You may want to consult with your GP if you have doubts in any of these areas

Other Declarations:

In the last 5 years, have you been charged with any offence, which has not been finally determined before a court or otherwise withdrawn or dismissed? **Yes / No**

If yes, please provide details:

In the last 5 years, have you served any part of a sentence of imprisonment, or been charged with any offence that has been proven against you? **Yes / No**

If yes, please provide details:

To be eligible to work in Aged Care, it is mandatory to maintain a current clear National police check and NDISWC clearance.

The NDISWC clearance must be undertaken by you prior to commencement either by applying online using the link below or by visiting a Service NSW outlet.

<https://www.service.nsw.gov.au/transation/ndiswc-apply>

If you already have a NDISWC clearance please provide NDISWC Code: _____

It is a condition of employment that you apply, through Autumn Lodge for a National Police Check prior to commencement if you do not already have one.

Do you hold a current police check (if yes please provide evidence) **Yes / No**

If you have lived overseas you will be required to sign a legal document/stat dec

By applying for work at Autumn Lodge you give permission to contact previous employers. **Yes / No**

Information gathered with this application, including your CV/resume and other information collected during assessment of your application is subject to the Privacy Act 1988 (Cth) and the Australian Privacy Principles under that Act. Please refer to our "Recruitment Privacy Collection Statement" attached.

The information for successful applicants will be retained as part of the employment record. Otherwise applications and associated information not resulting in employment will be destroyed within 12 months. Our full privacy policy is available on request.

To the best of my knowledge, the information in this application and attachments is true and correct.

Applicants Initials _____

Recruitment Privacy Collection Statement

Autumn Lodge is committed to protecting your privacy and complying with the *Privacy Act 1988* (Cth) and other relevant state laws in relation to the management of personal information.

This Recruitment Privacy Collection Statement provides you with some important information about our collection of personal information that you provide as part of your application for employment with us.

When and why do we collect your personal information?

We collect personal information that is reasonably necessary for us to evaluate your application for employment.

We may collect personal information at different times during the application process. For example, from your initial application, at interview, and when checking references.

If you choose to provide us with sensitive information about your health, you consent to us collecting and disclosing that information to carry out our functions and activities unless you tell us otherwise.

Who do we disclose your personal information to?

The third parties that we may wish to disclose your personal information to include:

- your referees (or the organisations they represent);
- our criminal records check supplier; and
- recruitment agencies or other third parties assisting us with recruitment for the position you are applying for.

We may disclose your personal information overseas if you ask us to contact an overseas referee, or if we request an international criminal records check.

Otherwise, we will only disclose your personal information to third parties where we have told you beforehand and you have agreed to the disclosure.

Should your application result in employment, your records, thereafter will be handled in accordance with our Privacy Policy and are subject to the employee records exemption under 7b(3) of the Privacy Act. (with the exception of your Tax File Number)

How do we collect and hold your personal information?

In most cases, we collect personal information directly from you, including any sensitive information you choose to provide to us, such as information about your health.

Applicants Initials _____

We may also collect information about you from third parties, such as your nominated referees or the organisations they represent, and our criminal records check provider. Referees may provide us with information about you on a confidential basis. If they do, you are not entitled to access this information, and we will not share it with you without the referee's consent.

We may hold your information physically or in electronic databases and information systems. We take steps to protect your information from interference or unauthorised access or disclosure. Ordinarily, this personal information would be contained in an electronic employee file and/ or a recruitment file and/or email folder, accessible by the Administration and Management teams.

What if you do not provide your personal information?

If you choose not to provide your personal information to us, we may not be able to process your application.

Our Privacy Policy

We will otherwise collect, hold, use and disclose your personal information in accordance with our Privacy Policy, which sets out how you may access and correct the personal information that we hold about you and how to complain about a suspected breach of your privacy or about how we have handled your personal information.

Copies of the Privacy Policy are available on request from Administration or our website.

How to contact us

In Person: Administration, 50 Butler Street

Email:
privacyofficer@autumnlodge.com.au
Admin@autumnlodge.com.au

Post: Attention:
The Privacy Officer
Autumn Lodge
50 Butler Street
Armidale NSW 2350

This Recruitment Privacy Collection Statement was last updated July 2019 and may change from time to time.

In this Privacy Collection Statement, references to “Autumn Lodge”, "we", "us" and "our" are references to Autumn Lodge ACN 152 612 229.

I acknowledge that I have read and understood the contents of this Declaration and hereby authorise Autumn Lodge to make such enquiries as it deems necessary to verify any information supplied in this application.

Applicant's signature: _____

Date: _____
