

APPLICATION FORM

Position Applying for:

Casual

Permanent Part-Time

School Based Trainee

SURNAME:	FIRST NAME:
----------	-------------

STREET ADDRESS:

EMAIL:

<p>CONTACT NUMBER</p> <p>Home:</p> <p>Mobile:</p>	<p>EMERGENCY CONTACT</p> <p>Name:</p> <p>Relationship:</p> <p>Telephone:</p>
<p>Where you referred to Kaloma by a current member of staff? YES / NO</p> <p>If Yes, who is the referring person</p>	

NDIS WORKER SCREENING CLEARANCE

Please note that NDIS Providers are required by legislation to ensure that new and existing workers have a current NDIS Worker Screening clearance. Persons who do not hold a current Clearance will be required to obtain one *PRIOR* to commencing employment at Kaloma at your own cost. Your employment is subject to a satisfactory clearance. An unsatisfactory outcome may lead to termination of your employment.

CPR and FIRST AID

Any employee in a direct care position (Nursing/Care workers) is required to have an up to date CPR and First Aid Certification *PRIOR* to commencing employment at Kaloma.
Do you have a current CPR and First Aid Certificate? YES / NO

AVAILABILITY

Shiftwork is shifts that occur outside of normal business hours.
To be successful you would need to have availability to work a variety of shifts across a fortnightly roster. This will include weekends and public holidays. Shifts start as early as 6am and finish as late as 1030pm. Night shifts also available.

Do you have availability to work a variety of shifts? YES / NO

QUALIFICATION	INSTITUTION	LEVEL / STANDARD ACHIEVED	YEAR COMPLETED

Other Relevant Skills & Abilities

EMPLOYMENT HISTORY: Detail most recent position first

1. Employer Name:	2. Employer Name:
Position Held	Position Held:
Dates From/To:	Dates From/To:
Reason for Leaving:	Reason for Leaving:

REFERENCES

Please attach copies of written references if you have them. Employment will not be offered unless reference checks can occur. Family members or close friends are not eligible to provide a reference. Professional references are preferred particularly when related to the position applied for at Kaloma.

1. NAME:	2. NAME:
POSITION:	POSITION:
PHONE: (Work): (Home or Mobile):	PHONE: (Work): (Home or Mobile):
<p>Your information is held in compliance with the Privacy Act 2001.</p> <p>Should you not receive an offer of employment within 6 months of completing this application then your application & resume will be destroyed or returned to you.</p> <p>Please indicate if you wish to have your resume' returned to you.</p> <p style="text-align: center;">Returned / Destroyed</p>	

I acknowledge completely that the deliberate giving of false information, with respect to any of the above areas, may lead to my dismissal if employed by Kaloma. I agree for the Kaloma organisation to contact the above-mentioned referees for the purpose of reference checking procedures.

APPLICANT'S SIGNATURE: _____ DATE: _____

PRINT NAME: _____

