



Application for Employment

- Completion of this form does not indicate that there is any obligation for Active Display Group to engage the applicant in Employment.
- The information below is provided in accordance with the Privacy Act. 1988 (Cth).
- Information given in this form will remain the property of Active Display Group and will only be available to necessary personnel including the human resources personnel, company directors and relevant managers.
- The information on this application is collected for the purposes of assessing your suitability for employment in the position applied for which may include subsequent changes in employment with Active Display Group.
- If you are successful in gaining employment with Active Display Group, this information will form part of the company's human resource records.
- Unsuccessful applicants who do not wish for their application to be retained for suitable future roles will have their applications destroyed in an efficient and timely manner.
- Applicants who do wish to be considered for suitable future roles, please note, applications will be retained and reviewed for a 6 month period before being destroyed.

Name:	Title:	First Name:	Last Name:
Preferred Name:			
Address:	Street:	Suburb:	
	State:	Postcode:	
Phone:	Home:	Mobile:	
Best time to call:			
Email:			

1. Which position have you applied for?
2. Where did you hear about/apply for this position? Eg. Seek, Word of mouth:
3. What do you know about Active Display Group?
4. What are your salary expectations of the role you are applying for?

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5. Would you be available to work overtime hours should the role require it? Yes No

6. Do you have secondary employment? Yes No

If yes, please provide details:

7. Current employment details: (If unemployed please state your most recent position)

Company name:

Job title:

Date employed: / / to / /

Main responsibilities:

Reason for leaving:

8. Employment status:

Full time

Part-time

Casual

Temporary contract

Contractor

9. Notice period required by current employer:

10. Other work history – Only provide if you have not yet supplied a resume detailing your work history.

Company name:

Job title:

Date employed: / / to / /

Main responsibilities:

Reason for leaving:

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Company name:

Job title:

Date employed: / / to / /

Main responsibilities:

Reason for leaving:

11. References: (These people must be previous employers whom you reported in to)

a)

Name:

Nature of relationship:

Length of relationship:

Mobile phone:

Work phone:

Email:

Name:

Nature of relationship:

Length of relationship:

Mobile phone:

Work phone:

Email:

b) Do you give us permission to contact these referees either verbally or in writing for reference checks?

Yes No

c) Do you give permission for information sought from referees to be released to Active Display Group for the purposes of determining your suitability for the position you are applying for?

Yes No

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12. Work rights:

a) Are you an Australian or New Zealand Permanent Resident? Yes No

If you answered 'yes' please proceed to Question 13.
If you answered 'no' please complete section b. of this question)

Please note that you will be required to provide proof of your residency status (Visa/Passport/
Citizenship Papers) if you are successful in gaining employment with us. This information allows
us to confirm your residency status with the Department of Immigration and Citizenship.

b) How many hours does your Visa allow you to work per week? Hours

On what date does your Visa expire? / /

Please list any other work restrictions or conditions that apply to your Visa:

(You must be able to provide **original** documents as proof of working rights. Eg. Passport, Citizenship Certificate or Visa)

13. Training and Qualifications

a. Please state any formal training or qualifications you have achieved?

Institution/Provider:

Institution/Provider:

Institution/Provider:

Course Name:

Course Name:

Course Name:

Date Completed:

Date Completed:

Date Completed:

Main subjects covered:

Main subjects covered:

Main subjects covered:

b. Please add any other skills, experience or training which you believe will be relevant to your application?

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14. Licenses:

Do you have a **valid** driver's license? Yes No

Is your driver's license a manual or automatic license? Manual Automatic

Do you have a **valid** forklift license? Yes No

Do you have a **valid** truck license? Yes No

(If yes, please state type of license eg. MR, HR:)

15. Planned Leave Commitments:

Do you have any leave commitments in the next 6 months? Yes No

If yes, please provide details:

16. Do you have any pre-existing injuries or illnesses (including allergies) that could be affected by the proposed employment or may hinder your ability to safely perform the inherent requirements of the role(s) you will be undertaking?

Yes No

If you answered 'Yes', please detail below how this injury or illness may affect your ability to safely perform the role(s) you have applied for:

Note: subsection 41(2) of the Workplace Injury Rehabilitation and Compensation Act 2013 will apply to any failure to make such a disclosure of any pre-existing injuries or illnesses or the making of a false or misleading disclosure. If Subsection 41(2) applies, any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with the employer will not entitle the worker to compensation under this Act.

If required, do you consent to having a medical examination to determine your capacity to safely perform the inherent requirements of the position(s) for which you have applied for?

Yes No

17. What other roles would you be interested in should they become available in the company in the future?

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18. If you are not successful in obtaining the role which you are applying for, would you like us to keep your details on file for consideration of future roles that may come up?

Yes No

Please note: Applications will remain strictly confidential and will be retained for 6 months before being destroyed.

19. Please add any other information which you believe may be relevant to your application:

Declaration:

I hereby acknowledge that the information that I have provided in this document and the attached Resume is, to my knowledge, true and accurate and that no information has been suppressed. I am aware that any false or purposely misleading information provided on my part will be used as grounds to refrain me from continuing in the recruitment process and that, if I am already employed, may be used as reason to terminate my employment with the company.

Applicant Name:

Applicant Signature:

Date: / /

