EMPLOYMENT APPLICATION FORM

		PERSONAL DETAILS							
PLEASE USE BLOCK LETTERS									
TITLE: (Mr/Mrs/Ms/Miss)									
SURNAME:		GIVEN NAMES:							
ADDRESS:									
SUBURB:		STATE: POST C	ODE:						
PHONE NUMBERS: HOME:	()	MOBILE: ()							
EMAIL:									
EMERGENCY CONTACT	:								
NAME:		RELATIONSHIP:							
		MOBILE NO:							
		MOBILE NO:							
TELEPHONE NO: REFERENCES:			GARDING YOUR APPLICATION						
TELEPHONE NO: REFERENCES:		WHO MAY BE CONTACTED RE							
TELEPHONE NO: REFERENCES:	REFERENCES OF PEOPLE	WHO MAY BE CONTACTED RE	EGARDING YOUR APPLICATION PERSONAL REFERENCE						
TELEPHONE NO: REFERENCES: PLEASE GIVE AT LEAST (2)	REFERENCES OF PEOPLE BUSINESS REFERENCE 1	WHO MAY BE CONTACTED RE BUSINESS REFERENCE 2	EGARDING YOUR APPLICATION PERSONAL REFERENCE						
TELEPHONE NO: REFERENCES: PLEASE GIVE AT LEAST (2) NAME:	BUSINESS REFERENCE 1	WHO MAY BE CONTACTED RE BUSINESS REFERENCE 2	EGARDING YOUR APPLICATION PERSONAL REFERENCE						
TELEPHONE NO: REFERENCES: PLEASE GIVE AT LEAST (2) NAME: ORGANISATION:	BUSINESS REFERENCE 1	WHO MAY BE CONTACTED RE BUSINESS REFERENCE 2	EGARDING YOUR APPLICATION PERSONAL REFERENCE						

DISCLOSURE

We require this information to assess your suitability for employment with the prospective employer. This information is confidential and will not be disclosed to any unrelated party.

No	Question	Yes	No
1	Have you previously worked in a retail position?		
2	Do you have any team lead/management experience?		
4	Only answer the question if you answered "Yes" to Have you previously worked in a retail position Please indicate the length of your retail experience* 0-6 months 6-12 months 1-3 years 3-5 years 5+ years	? above:	
5	Only answer this question if you answered "No" to Have you previously worked in a retail position Please list the transferable skills you have gained during your career and how they relate to the position yo for*:		
6	Have you been dismissed from employment? Yes No If yes why :		

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7	Are you currently under police investigation or have been convicted/pending conviction of a crime? (Other than a minor traffic offence)*			
8	Only answer this question if you answered "Yes" to Are you currently under police investigation or have been convicted/pending conviction of a crime? (Other than a minor traffic offence) above:			
Ű	Please describe offence and charge*:			
9	Do you have any medical condition or physical impairment that will prevent you from performing the inherent requirements of the role? E.G. Bending, lifting, pushing, pulling, sitting or standing			
10	Only answer this question if you answered "Yes" to Q9 above: Please describe the restrictions you have in the workplace :			
11	Do you currently take regular medication that may affect your work performance?			
12	 Do you currently have the right to work in Australia? Yes – I am a permanent resident or Australian Citizen Yes – I have a work permit or Visa No – I require sponsorship If Y to Australian Citizen: Please provide a clear copy of Identification Document (Passport OR Birth Certificate) (required for all new employees) This is a mandatory requirement to confirm proof of identity. All information provided will be stored confidentially in employee file. 			
13	Only answer this question if you have answerered "Yes – I have a work permit or Visa " to Do you currently have the right to work in Australia? above:			
14	Visa type (Sub class)* Only answer this question if you have answered "Yes – I have a work permit or Visa" to Do you currently have the right to work in Australia? above:			
15	Visa expiry date* Only answer this question if you have answered "Yes – I have a work permit or Visa", "No I require sponsorship" to Do you currently have the right to work in Australia? above: Do you consent to the Company confirming working rights with the Department of Immigration and Citizenship?* Yes No			
16	You will be required to provide evidence of your Australian working right for your application to be considered. Are you able to provide such evidence?*			
17	Only answer this question if you answered "Yes" to You will be required to provide evidence of your Australian working right for your application to be considered. Are you able to provide such evidence? above: Please supply your working rights evidence. E.g Passport, Birth Certificate, Immigration paperwork			
18	Are you familiar with OHSE policies and procedures?			
19	Are you willing to participate in a physical assessment including a drug and alcohol screening?			
20	Have you been previously employed by any company affiliated with Harvey Norman?			
This se	ection is for Warehouse Applicants only:	Yes	No	
21	Have you had demerit points deducted from your licence? If yes please note how many:			
22	Have you ever been charged with driving whilst under the influence of alcohol?			
23	Do you currently hold a forklift or picker licence? If yes please provide a copy State Lic No: Exp:			
24	Do you currently hold a drivers licence? If yes please provide a copy State Lic No: Exp:			
25	If you hold a current drivers licence, do you consent for the Company to access your driving records to check demerit points and licence status to assess your suitability to drive a Company Vehicle?			

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Criminal History Check

I, born on / / in acknowledge that a criminal history check is required of applicants seeking employment with the prospective employer. The criminal history check procedure has been explained to me. I authorise and request you to make application for, receive and retain a criminal history check in respect of myself, in each state and territory of Australia and consider this requirement reasonable in the circumstances of this potential employment.

I declare the following statements to be true and correct:

1.	Have you ever been convicted of a criminal offence? If yes, please provide details	yes 🗆	no 🗆
2.	Are you subject to any scheme of arrangement?	yes 🗆	no 🗆
3.	Are there any unsatisfied judgments against you?	yes 🗆	no 🗆

Declaration

I declare that the information I have given on this application form is complete and true to the best of my knowledge and belief. I consent to a representative of the prospective employer contacting my previous employer(s) to conduct reference checks. I understand that any false statement or failure to disclose any material information could result in the rejection of my application or instant dismissal from employment if an offer of employment is subsequently made to me. I understand and accept that if an offer of employment is subsequently made to me. I understand and accept that if an offer of employment is subsequently made to a probationary period of 6 months. I declare that I have no restriction preventing me from working in Australia. I understand that no offer of employment has been made to me and that this document is only an application by me to the prospective employer, so that the prospective employer may consider making a written offer of employment to me

Signature_

Date _____