

INVITA EMPLOYMENT APPLICATION - CONFIDENTIAL

CANDIDATE INFORMATION

Personal Details		
Name	Surname	First Name / Middle Name
Address	Street & Number	Suburb City
	Email Address	Mobile Fax
	Post Code	Phone Home Phone Work
Emergency Contact	Name	Relationship Phone Number Alternative #

Please indicate the type of employment you are seeking

Permanent Temporary Are you currently employed? Yes No

Full Time or Part Time (please circle) Notice period

Salary range sought? Date available to start

Resume or CV

Please attach a copy of your resume or CV with details of your past employment and education including dates. CV attached

Residency Status

Australian or NZ Citizen If no, please indicate your Visa status and attach documentation. Documentation copy attached

Permanent Resident Status _____ Expiry Date _____

Where did you hear about us?

Please specify source (e.g. newspaper, internet site, employment agency name) _____

Referred by an Invita Employee Name of Invita Employee _____

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Referees

Please enter details of employment referees who can be contacted (i.e. senior staff member you reported to).
Please enter here regardless of whether they are contained in your CV.

Referee		Referee	
Title		Title	
Company		Company	
Relationship	City	Relationship	City
Phone Number	Phone Number	Phone Number	Phone Number
Email		Email	

May we contact?

Yes No

May we contact?

Yes No

INVITA INTERNAL notes only

References completed by Invita HR attached

References completed by Manager and copy attached

ID check completed by HR and copy of ID attached

ID check completed by Manager and copy of ID attached

We would appreciate you taking a few minutes to answer the following questions...

Do you have a disability or medical condition which may affect your capacity to adequately perform the role you have applied for?

If 'yes' please provide details

Yes No

Are there any special services or facilities that Invita could provide to enable you to carry out these work duties?

If 'yes' please specify such services or facilities

Yes No

Are you currently receiving Workers Compensation payments or undertaking a return to work program?

If 'yes' please provide details

Yes No

Have you had any criminal conviction for, or pleaded guilty to a crime.

If 'yes' please provide details

Yes No

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Have your services been terminated at the instigation of a previous employer in circumstances other than a bona fide redundancy?
If 'yes' please provide details specifying employer name Yes No

Have you applied to Invita previously?
If 'yes' please provide details Yes No

Have you ever worked for Invita previously (either as an employee or on a contract/temporary basis)?
If 'yes' please provide details Yes No

Please list any commitments that may require your absence from work or may prevent you being rostered at certain times? (eg. Army reserve, study commitments, holiday bookings, sporting commitments)

Are there any legal restrictions on your ability to work for Invita? (e.g. a restraint of trade clause in any previous employment agreement?) If so, please detail below.

Declaration & Authorisation

- 1 I declare that the information supplied is given voluntarily and is to the best of my knowledge true, accurate and complete in all respects.
- 2 I understand that all information provided about me to you, including my resume, references and any tests will be held by Invita and used for the purpose of evaluating my qualifications, experience and suitability for permanent or temporary Employment with Invita.
- 3 I understand that if I or any other person withhold relevant information or supply false or misleading information about me, my application may not be further considered.
- 4 I understand that if I knowingly give false information in this application or attached documentation, if employed by Invita I may be liable for dismissal.
- 5 I authorize Invita to approach the referees nominated by me to gain additional information, or to gain this information from my recruitment agent.
- 6 I have no objections to Invita verifying the statements I have made on this application form and attached documentation.
- 7 Invita is an Equal Opportunities employer and respects the collection, security and usage of your personal information in line with National Privacy Principles.

Signed By:

(Candidates Signature)

(Date)