



APPLICATION FOR EMPLOYMENT

Date of Application _____ Position applied for _____

Surname _____ Given Names _____

Address _____ Suburb _____ Postcode _____

Home Phone _____ Mobile Phone _____

Date of Birth ____ / ____ / ____ / ____ Your current salary \$ _____

Do you have a Tax File Number (TFN)? Yes _____ No _____ (To be provided if successful)

Do you hold a current Driver's Licence? Yes _____ No _____ Licence class _____

(Licence details will be verified in accordance with State requirements)

Do you have Fork lift licence? _____ AFRA Accreditation? _____ Blue card? _____

What is your preferred time away from home? Constantly / Regularly / Occasionally / Never

EXPERIENCE

How many years experience have you had in the furniture removal industry? _____

Have you had experience with the following?

Do you feel competent with the following?

Pack: Yes _____ No _____

Pack: Yes _____ No _____

Inventory: Yes _____ No _____

Inventory: Yes _____ No _____

Loading: Yes _____ No _____

Loading: Yes _____ No _____

International wrapping: Yes _____ No _____

International wrapping: Yes _____ No _____

PREVIOUS EMPLOYMENT (List most recent position first). If resume attached, do not complete

DATES FROM /TO	POSITION HELD	COMPANY	REASON FOR LEAVING

PROFESSIONAL REFEREES

NAME	POSITION	COMPANY	CONTACT NUMBER



Have you ever been convicted of any criminal offence? Yes _____ No _____

If yes, state particulars: _____

Are you on a prohibited list of working with children? Yes _____ No _____

PHYSICAL RECORD

Have you ever received any serious injury? Yes _____ No _____

Have you ever had any serious illnesses? Yes _____ No _____

Do you have any deformity or physical impairment? Yes _____ No _____

Is your eyesight or hearing in any way deficient? Yes _____ No _____

Do you have any pre-existing injuries or illness? Yes _____ No _____

Have you ever applied for Worker's Compensation? Yes _____ No _____

If you have answered Yes to any of the previous physical record questions, please state particulars

TO BE READ AND SIGNED BY ALL APPLICANTS

It is agreed and understood that:

1. Completing this application will in no way assure that I will be employed.
2. This application was completed by me; all entries and information on it are true and complete to the best of my knowledge and any misrepresentation of information given shall be considered an act of dishonesty and I understand that any falsification or misrepresentation herein could result in my discharge in the event that I am employed by Keffords Removals. I will furnish freely any such information or documents that may be required to complete my employment file.
3. I hereby authorise Keffords Removals to investigate my previous record of employment to ascertain any and all information which may concern my record whether same is of record or not and I release my former employer from all liability for any damages on account of furnishing such information.
4. In the event of my leaving Keffords Removals for any cause I authorise Keffords Removals to answer any and all enquiries as to my conduct and qualifications while working for the company, and reason for leaving.
5. I agree that whenever I leave Keffords Removals either voluntarily or involuntarily, I will return all company property, including uniforms issued to me. Otherwise, I understand the cost is to be paid by me.



- 6. Where necessary, I understand that Keffords Removals will require me to complete a Consent form to undergo a screening process in line with the Child Protection. (Prohibited Employment) Act 1998.
- 7. If Keffords Removals requires, I consent to undertake a medical examination at the company's expense and I authorise the release of any relevant information associated with any pre-existing condition/ailment to the company, provided that such information is treated with sensitivity and confidentiality.
- 8. If Keffords Removals requires, I consent to undertake a drug test that is required for entry into certain work places.
- 9. If offered employment with Keffords Removals, I understand that my employment conditions are as expressed in the policies, procedures and standard conditions of employment which are contained in the **Employment and Safety Handbook**. This handbook will be issued to me on commencement of employment for my information and acknowledgement.

Signature _____ Date _____ / _____ / _____ /

OFFICE USE ONLY

Comments _____

