

# Hutton & Northey Sales



1976—2016  
Celebrating 40 years

## Employment Application

APPLICANT INFORMATION					
Last Name		First		Date	
Street Address					
City		State		PCode	
Phone/ Mobile		E-mail Address			
Driver's Licence No		Licence Class Held			
Position Applied for					
Are you a citizen of Australia?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in Australia?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you previously applied for a position with this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
EDUCATION					
Please indicate your most recent or highest qualification obtained:					
<input type="checkbox"/>	Bachelor Degree	<input type="checkbox"/>	Australian Recognised Trade Certificate		
<input type="checkbox"/>	Certificate IV(TAFE)	<input type="checkbox"/>	Certificate III (TAFE)		
<input type="checkbox"/>	Graduate Certificate	<input type="checkbox"/>	Diploma		
<input type="checkbox"/>	High Risk Licence	<input type="checkbox"/>	First Aid		
<input type="checkbox"/>	Other (please provide details):				
School Attended and Year completed:					
Other Work Skills:					
Highest Qualification Name:					
Other relevant skills					

**REFERENCES***Please list three professional references.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

**PREVIOUS EMPLOYMENT**

Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

## HEALTH, WORKERS COMPENSATION & CRIMINAL CONVICTIONS

The following are not barriers to employment. To assist in assessing opportunities for employment please answer the following questions and if you answer yes, please provide further information.

Health	Have you, to the best of your knowledge, had a medical that may preclude you from undertaking the duties of position applied for?	
	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Workers Compensation	Are you currently taking any prescribed medication?	
	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Criminal Convictions	Have you, to the best of your knowledge, ever made a claim for Workers' Compensation that may preclude you from undertaking the duties of position applied for?	
	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Criminal Convictions	Do you have any current criminal convictions for any offences from any court, or are you currently the subject of any charge pending before any court?	
	NO <input type="checkbox"/>	YES <input type="checkbox"/>

## PRIVACY STATEMENT

Information requested within this application is required for the purpose of considering your suitability for the position for which you are applying.

This information provided by you will be used to assess, evaluate and process your application for recruitment. To process your application we may share your information with recruitment agencies where they have been engaged to assist with our recruitment processes. Should you choose not to proceed with your application you may exit the recruitment process at any time by emailing us at [HR@hutonorsales.com.au](mailto:HR@hutonorsales.com.au) and advising us in writing of your decision.

Should your application be successful this information will be kept on your personal file and an electronic database available only to yourself, Manager(s) and Human Resources personnel. An exception will be made only where an emergency exists and contact details are required.

## CANDIDATE DECLARATION AND SIGNATURE

Section 79 of the Workers' Compensation and Injury Management Act 1981 Wilful and false representation by worker – "Where it is proved that the worker has, at the time of seeking or entering employment in respect of which he claims compensation for an injury, willfully and falsely represented himself as not having previously suffered from the injury an arbitrator may in the arbitrator's discretion refuse to award compensation which otherwise would be payable".

I certify that my answers are true and complete to the best of my knowledge.

I understand that if any false or misleading information is given, or material facts suppressed, I may not be accepted, or if I am employed my employment may be terminated. I also understand that any offer of employment made is conditional on obtaining a medical clearance through the Hutton & Northey Sales pre-employment medical and I consent and authorise the Company's doctor to conduct an appropriate medical assessment if requested, which may include a drug and alcohol test and for the doctor to forward this information to Hutton & Northey Sales.

Signature

Date