

## JOB APPLICATION FORM

Position Applied for:	Location Applied for

### PERSONAL DETAILS

Name:			
Address:			
State:		Post Code:	
Telephone:	(Home)	(Mobile)	
Email:			
Type of work you are available for:	(Circle one) Full-time      Part-time      Casual		

#### If applying for a part-time or casual position, what are your available days/times?

Days:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times:							

#### Your eligibility to work in Australia (tick one):

I am a citizen	<input type="checkbox"/>	I am a permanent resident	<input type="checkbox"/>
I have a 457 visa	<input type="checkbox"/>	I have a 417 (working holiday) visa	<input type="checkbox"/>
I am a student	<input type="checkbox"/>	Others (provide details below)	<input type="checkbox"/>

When are you available to start work?

How did you hear about the vacancy?

### EDUCATION & QUALIFICATION

Date of Attendance	Institution Attended	Qualification Achieved

### PREVIOUS EMPLOYMENT HISTORY

Period of Employment	Name of Employer	Position Title and Responsibilities	Reason for leaving

If there is insufficient space to answer, provide details under 'Additional Information' at the end of this form

### CRIMINAL HISTORY & WORKING WITH CHILDREN CHECK

Have you ever been convicted of a criminal offence, or been subject to legal proceedings regarding your conduct as an employee or in business? (please circle) Yes / No

If so, please detail the offence(s) or the nature of legal proceedings

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It is a condition of your application for employment with Urbanest that you consent to Urbanest undertaking a criminal record / history check and also a 'working with children check' (where relevant or required by law).

Do you consent to Urbanest undertaking these checks? (please circle) Yes / No

### RELEVANT MEDICAL CONDITIONS

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Do you experience any medical condition or disability that may impact you performing the requirements of the position you are applying for? (please circle) Yes / No

If so, please provide the details of the medical condition or disability.

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### REFEREE LIST

Do you agree to have referees contacted in relation to this application? (Please circle) Yes / No

Please provide contact details for at least two referees who can speak on your behalf regarding your work history. Reference checks will be conducted in an ethical manner and all information derived will remain confidential.

Name of referee, organisation and position held	Contact telephone number	Email

### DECLARATION

I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in immediate termination of employment with Urbanest. I understand that this application does not constitute an offer of employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### ADDITIONAL INFORMATION

# URBANEST

## JOB APPLICATION FORM



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urbanest Pty Limited ACN 128 382 310 (urbanest) is committed to the protection of your personal information, and handling of that information in accordance with the *Privacy Act 1988* (Cth) (**Privacy Act**).

urbanest will collect, use or disclose personal information about you in the course of processing your application for employment with urbanest, and if you become an urbanest employee, maintaining current employee records. This personal information generally includes your name, address and contact details (including telephone number, facsimile number and email address), employment history, skills set and other details you supply in connection with your application for employment with urbanest.

By providing urbanest with personal information about a third party (e.g. referees) you warrant that that person consents to urbanest collecting and handling their personal information in accordance with urbanest's privacy policy, and that you will notify them that we have collected and hold their personal information.

urbanest will generally collect your personal information directly from you, except in limited circumstances (e.g. we may collect personal information about you from referees that you provide with your application, and criminal history and working with children checks).

You agree that urbanest may collect, hold use and disclose the personal information you provide for the purposes of assessing your application (and, if applicable, for the purposes of your employment) along with other related secondary purposes and as otherwise permitted or authorised by law. For example, urbanest may disclose personal information to its related entities and to its agents, contractors and other third parties who provide services to urbanest.

You may seek access or correction to the personal information urbanest holds about you, or make a complaint to urbanest if you believe urbanest has breached its obligations under the Privacy Act (including under the Australian Privacy Principles). urbanest's privacy policy sets out further information on seeking access or correction, and about making a complaint, including how complaints will be handled. urbanest will disclose your personal information outside Australia to its related entities, including in the UK and the United Arab Emirates and as otherwise permitted or required by law.