

Burdekin Community Association Inc.
APPLICANT SUMMARY

POSITION APPLIED FOR: _____

SURNAME: _____

FIRST NAME: _____

RESIDENTIAL ADDRESS: _____

_____ **POSTCODE:** _____

TELEPHONE CONTACT NO: _____ (H) _____ (W)

POSTAL ADDRESS: _____

(If different from above) _____

EMAIL: _____

EDUCATION: (Include Formal Qualifications considered relevant to this position)

WORK EXPERIENCE:

For the purpose of assisting in assessing the value of your previous work experience in relation to the position applied for, please list below your past employment record (with most recent employer first).

Employer	Position Held	Approximate Dates
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other relevant experience or skills:

REFEREES:

Please provide two (2) work referees, names, relationship to your position at work and contact telephone numbers and addresses from whom confidential reports may be obtained.

Name and Contact Details

HEALTH:

Do you have any disabilities or known health conditions which could prevent you from competently and efficiently carrying out the duties of this position in a manner which is safe to yourself, your fellow employees, the public generally and company's property?

ARE YOU LEGALLY ENTITLED TO WORK IN AUSTRALIA? YES NO

CRIMINAL HISTORY SCREENING:

Burdekin Community Association Inc. provides a range of services to the community and the Association's employees hold a position of trust within the community. This is especially true for some members of the community who rely on the support and advice of these services. Employees of these services must be able to fulfil this position of trust.

All applications for this position will be subjected to screening procedures, Queensland Police checks and/or Commission for Children and Young People legislation. All applicants will be required to authorise such checks and provide identification. These checks are consistent with BCA's policies and the law.

PRIVACY NOTICE:

The BCA will use information collected for the purpose of selecting candidates to fill vacant positions. Information will be kept for the duration of the selection process and stored in a secure place until the selection process is completed.

Only those people with a role in the selection process will have access to the information. Original CVs of unsuccessful applicants will either be returned or destroyed. All copies will be destroyed. Information relating to the successful applicant will be retained by the BCA. You may seek access to information gathered about you for the purposes of selection. Failure to disclose the requested information will affect the efficiency of the selection process.

I fully understand that any false, misleading or incomplete information stated by me in this application may lead to instant dismissal if employed by the Burdekin Community Association Inc.

I certify that the information stated in this application is true and correct in all details.

Signature

Date of application