

## RECRUITMENT FORM

### Personal Details

Name:	
Address:	
	Postcode:
Contact Number:	
Email:	

### Employment Details

Employment preference:			
Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Casual <input type="checkbox"/>	Internship <input type="checkbox"/>
Do you currently have paid employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you previously held paid employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you currently work in the teaching industry?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you previously worked in the teaching industry?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Please list your employment history, if applicable.			
Position	Employer	Start Date	End Date

## Education Details

Are you currently studying:	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Not studying <input type="checkbox"/>
<b>If studying</b> , please indicate your current level of study:	Certificate <input type="checkbox"/>	Diploma <input type="checkbox"/>	Degree <input type="checkbox"/> Postgrad <input type="checkbox"/>
Name of school / education institution:			
Major:			
<b>If not studying</b> , please specify the highest level of study attained:			
Name of school/ education institution attended:			
Major:			

## Availability

Please indicate the times you are able to work. Note that you will not necessarily be asked to work all the hours you are available. The information enables us to source employment opportunities according to your availability.

Day	10.00am to 4.00pm	4.30pm to 9.00pm
Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>

### Right To Work Details

Are you an Australian or New Zealand permanent resident or citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please note you will be required to provide proof of your residency status (visa and passport) if you are successful through the interview process. Providing this information authorises the Department of Immigration and Multicultural Affairs to release the details of your work right status. This allows us to ensure we comply with Australian Visa requirements and enables you to be rostered appropriately according to your visa type.	
If no, what hours does your visa allow you to work?	0-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-30 <input type="checkbox"/> Unlimited <input type="checkbox"/>
Type of visa:	

### Referee Details

Please list the details of two referees who can be contacted to provide either employment or character references. Where employment referees may not be available, references may include a contact from school/university i.e. teacher, or family friend as a character reference.	
<b>Referee 1</b>	
Referee Name	
Relationship with referee	
Organisation	
Referee position	
Referee telephone number	
Referee email address	
<b>Referee 2</b>	
Referee Name	
Relationship with referee	
Organisation	
Referee position	
Referee telephone number	
Referee email address	

## **Privacy Statement**

Personal information collected via this application will only be used for the purpose of recruitment by Japanese Melbourne Language School.

The information you submit to us may be disclosed to referees, our team members who are involved in recruitment or support roles, recruitment agencies and other third parties who assist us in the recruitment process.

Any information we collect about you in future will be used and disclosed in the same manner as described above unless we tell you otherwise in advance. You may request access to personal information about you that is held by us.

## **Consent and Warranty**

I consent to Japanese Melbourne Language School using and disclosing my personal information in the manner describe above.

### **I warrant that:**

1. I have read and understand the above statement.
2. I am qualified to work in Australia, and if requested, can provide evidence of that fact (birth certificate, citizenship certificate, photo ID and/or working visa, as appropriate)
3. All the information I submit (including this form and any attached resume) is true and complete. I understand that any false or misleading information I provide may lead to rejection of my application, review of any employment I accept with Japanese Melbourne Language School and potentially my dismissal from such employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_