

## **APPLICATION FOR EMPLOYMENT**

### **Imagine More Office Administration and Events support**

Please complete this application form  
and email to:

[info@imaginemore.org.au](mailto:info@imaginemore.org.au)

Contact will be made to arrange interviews



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.....  
Please provide the names of 2 referees including positions held and telephone numbers (Please note: they will not be contacted until after interview and without letting you know)

1. ....  
.....

2. ....  
.....

Do you hold a current First Aid Certificate? Yes/No      Date expired \_\_\_\_\_  
If No, are you willing to undertake the First Aid Course? Yes/no

Do you hold a current drivers license?      Yes/No

DETAILS OF DRIVERS LICENCE:

License No. \_\_\_\_\_ Years held \_\_\_\_\_ Class \_\_\_\_\_

Have you ever been disqualified from holding a driver's licence? YES/NO

If yes, please give details: \_\_\_\_\_  
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Do you have comprehensive car insurance?      Yes/No

CRIMINAL RECORD. (Please note: you will be required to provide a 'Working with Vulnerable People' Card before you are employed)

Have you ever been convicted of a criminal offence? YES/NO

If yes, please give details \_\_\_\_\_  
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MEDICAL DETAILS. Please provide details of any illness or health problem that we may need to know about in relation to employment: eg. back problems, uncontrolled epilepsy, sight or mobility problems (illness or health problems will not preclude a suitable candidate from employment, rather this information enables us to make adjustments if required).

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**AVAILABILITY**

Are you able to work during weekdays, evenings and weekends?  
YES/NO

If yes, are there any limitations to your availability currently?

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In the near future? \_\_\_\_\_

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**DECLARATION**

I hereby declare that the information provided by me in this application is true in every respect. I am aware that any offer of employment is based on this information, and I therefore understand that the furnishing of false or misleading information may lead to dismissal if I am employed.

I understand and agree that any of my previous employers may need to be contacted for a reference check. I understand that appointment is subject to a satisfactory criminal record check that reveals no convictions which would make me unsuitable for employment working with children or people with disabilities.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

[Please do not worry about signing if submitting application by email. You may be asked to sign hardcopy at a later date.](#)

**PLEASE ATTACH A RESUME and COVER LETTER AND EMAIL THIS COMPLETED APPLICATION FORM TO:**

[info@imaginemore.org.au](mailto:info@imaginemore.org.au)