



APPLICATION FOR EMPLOYMENT

Completing all sections of this application form will assist us in assessing your application.
Please do not simply write 'see resume/ attachments'.

1. POSITION	
Position Applied For:	
Date Available To Commence:	

How did you find out about the position?	
<input type="checkbox"/> Bayside Bulletin	<input type="checkbox"/> Redland Times
<input type="checkbox"/> Courier Mail	<input type="checkbox"/> CareerOne
<input type="checkbox"/> Wynnum Herald	<input type="checkbox"/> Gold Coast Bulletin
<input type="checkbox"/> Seek	<input type="checkbox"/> Pathways Australia
<input type="checkbox"/> Staff Referral	<input type="checkbox"/> Other:

2. PERSONAL DETAILS			
Name:			
Address:			
Suburb:		Postcode:	
Telephone:	H:	W:	Mobile:
E-Mail Address:			

3. EDUCATION/TRAINING				
Did you complete your high school certificate or equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name of Training Institution	Date commenced	Date concluded	Name of course	Qualification achieved

4. EMPLOYMENT HISTORY <i>Current Position</i>			
Employer's name:		Position title:	
Direct manager/supervisor's name:		Can we contact this person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employment status	<input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Base salary (pa):	\$
Duties/ accomplishments:			
Date appointed:		Date left:	
Reason for leaving:			

EMPLOYMENT HISTORY <i>Second most recent Position</i>			
Employer's name:		Position title:	
Direct manager/supervisor's name:		Can we contact this person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employment status	<input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Base salary (pa):	\$
Duties/ accomplishments:			
Date appointed:		Date left:	
Reason for leaving:			

EMPLOYMENT HISTORY con't*Please briefly list all other employment positions*

Organisation name	Date employed	Date left	Position title	Reason for leaving

5. EMPLOYMENT REFEREES*Please list three referees' who have directly supervised your work.*

Referee's name	Position held	Company name	Contact number	Did this referee directly supervise your work?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you give permission for us to contact your referees regarding your work performance, hours of work and salary? *(we will confirm with you before contacting your referees).*

Yes No

6. GENERAL			
QLD drivers licence held?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Licence number:	
Expiry date:			
Can you provide your own vehicle if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any impairments, physical, mental or medical, which would interfere with your ability to do the essential tasks of the job for which you have applied?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please specify.....			
Do you take any medication that may effect your ability to do the job?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you agree to undertake Criminal History Screening?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a criminal offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what was the conviction for?			
Are you a citizen of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, are you legally allowed to work in Australia? <i>(If you are on a visa, we require a copy of this before employment can commence)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If applicable, are there any issues that may affect your ability to work weekends, evenings or after hours etc.:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please specify.....			
What are your reasons for applying for this particular job?			

If you were a person with a disability, how would you expect to be treated by a person you were hiring to work with you or your organisation?			

I certify that the information provided in this application is true and correct in every detail.

Signature: _____ Date: _____

How to apply for a position with Horizon Foundation:

To apply for a position with Horizon you must submit a Horizon Application for Employment form along with your resume and a cover letter addressing the selection criteria (if applicable).

Your application should be emailed to hr@horizoninc.org or posted to Human Recourses, Horizon Foundation, PO Box 118, Capalaba, QLD, 4157.

All applications will be acknowledged.

The interview and selection process:

After assessing the applicants based on skills, knowledge, qualifications and experience, a short list of applicants will be contacted for an interview. Only short listed applicants will be interviewed.

The interview panel may use a variety of selection techniques to assess your ability to conduct the job, such as: interview questions; referee checks; and psychometric/aptitude testing.

You will be required to provide the name and contact details of 3 referees who have directly supervised your work. Referees are asked to provide information on your work performance, communication skills, salary, and to verify specific comments made by you at the interview stage. Referees will only be contacted after approval is gained.

DSQ Positive Notice:

A DSQ Positive Notice (Criminal History Check) is required of all staff employed by Horizon Foundation. If you are not successful in gaining a DSQ Positive Notice, your employment with the Foundation will immediately cease. The application of this check will be conducted on day one, and at the expense of the Foundation. If you have a criminal record, please visit www.disability.qld.gov.au, for details on criminal incidents that may result in not receiving a DSQ Positive Notice.

Thank you for your application.



"Creating opportunities for people with disabilities"