



Employee Application Form – HR13

Grow Support Inc. (GROW) is an Equal Opportunity Employer. Applicants are considered for employment and promotion without regard to race, age, sex, sexual orientation, gender history, marital status, family status and responsibility, political and religious conviction, impairment or pregnancy.

Applicant Details:

Title:	Surname:	Given Name/s:	
Home Address:			
Suburb:		State:	P/Code:
Contact Details:			
Work:		Home:	
Mobile:		Email:	
Are you an Australian Citizen / Permanent Resident?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, do you have a working visa?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Visa Type:		Visa Number:	
Issued Date: (dd/mm/yyyy)		Expiry Date: (dd/mm/yyyy)	
<i>(Note: to be eligible for employment, applicants must have the appropriate work visa or have permanent residency status. A copy of a current work visa is required)</i>			
Do you require any special arrangements at an interview?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details below:			
Have you ever been in serious breach of any client protection and/or code of conduct?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details below:			
Do you have any convictions, finding of guilt and/or pending police charges against you relating to the abuse of, or inappropriate behavior towards a child, elderly or vulnerable person?			
If yes, please provide details below:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(Note: A suitability check is a prerequisite of the position.)</i>			



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REFEREE DETAILS: (NOTE: THREE REFEREES ARE REQUIRED. AT LEAST TWO OF THESE REFEREES SHOULD HAVE BEEN YOUR IMMEDIATE SUPERVISOR IN YOUR PAST OR EXISTING ROLE)

1.Name of Referee:	
Position Held:	Contact No:
Name of Organisation:	Length of Employment:
2.Name of Referee:	
Position Held:	Contact No:
Name of Organisation:	Length of Employment:
3.Name of Referee:	
Position Held:	Contact No:
Name of Organisation:	Length of Employment:

CERTIFICATION

I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I understand that, if I am employed, I will be liable to dismissal if any of the statements in my application are found to be deliberately misleading.
Applicants Name (<i>print</i>):
Signature:
Date:



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Applying for a position at Grow Support Inc. (GROW)

Please note that failure to complete the application form, supply an updated resume, and a **certified or original copy** of your qualification attainment certificates may result in the rejection of your application.

Interview and selection process

A selection interview selects successful applicants. The selection of candidates for positions in GROW is determined by skills, knowledge, experience and the personal qualities that best match the job requirements, the GROW Vision, Mission, Values and our Strategic Direction.

The selection process will assess your ability to do the job through interview questions and referee checks.

Referee Check

The Operations Manager or their representative will contact your referees.

The Operations Manager or their representative will ask your referees to comment on your work behavior and can be asked to verify or comment on claims made by you.

Suitability check

A suitability check will need to be undertaken by you. This is a formal process of checks to determine your suitability to work with our participants. This check takes into account relevant criminal records.

Important Information

To maximise your opportunity for employment in this role, the following is suggested:

A cover letter with a statement addressing your relevant skills and experience. Details concerning the required selection criteria (skills, experience and capacities) are contained in the Position Description.

The position description and application form are available from the Operations Manager.