

APPLICATION FOR EMPLOYMENT

PRIVATE & CONFIDENTIAL*

Please ensure that EVERY section of application is completed in full.

* Employment Management assures applicants that details will only be used on a 'need to know' basis.

| | | |
|-------------------------------------|---|--|
| Position Applying for | <input type="checkbox"/> Management | <input type="checkbox"/> Administration |
| | <input type="checkbox"/> Sales | <input type="checkbox"/> Business Development Manager |
| | <input type="checkbox"/> Account Manager | <input type="checkbox"/> Other <input style="width: 150px;" type="text"/> |
| Type of Employment preferred | <input type="checkbox"/> Full Time | <input type="checkbox"/> Casual <input type="checkbox"/> Part-time |
| Source of Job Opportunity | <input type="checkbox"/> Press | <input type="checkbox"/> Seek <input type="checkbox"/> Other |

| | | | |
|--------------------------|--|-----------|--|
| First Name | <input style="width: 95%;" type="text"/> | Last Name | <input style="width: 95%;" type="text"/> |
| Preferred Name | <input style="width: 95%;" type="text"/> | | |
| Residential Address | <input style="width: 95%;" type="text"/> | | |
| Suburb | <input style="width: 50%;" type="text"/> | State | <input style="width: 10%;" type="text"/> PC <input style="width: 10%;" type="text"/> |
| Telephone Home | <input style="width: 30%;" type="text"/> | Work | <input style="width: 30%;" type="text"/> |
| Mobile | <input style="width: 30%;" type="text"/> | Email | <input style="width: 30%;" type="text"/> |
| Date of this Application | <input style="width: 80%;" type="text"/> / <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> | | |

EMPLOYMENT HISTORY

Please list ALL jobs/positions prior to this date. Begin with last or current position at the top and continue in order of most recent positions. If details are in your resume, please put refer to resume.

| Name & Address of Employer (list latest job first) | Period of Employment | | Position Held | Annual Salary | Person You Reported to |
|---|----------------------|----|---------------|---------------|------------------------|
| | FROM | TO | | | |
| | | | | | |
| Reason for Leaving | | | | | |
| | | | | | |
| Reason for Leaving | | | | | |
| | | | | | |
| Reason for Leaving | | | | | |
| | | | | | |
| Reason for Leaving | | | | | |
| | | | | | |
| Reason for Leaving | | | | | |

APPLICATION FOR EMPLOYMENT

List the Skills you possess - They need not necessarily relate to the job for which you are applying for. Skills may include keyboard skills, safe manual handling, use of particular machines, skills in dealing with people with the public, etc. Please be thorough.

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

List any other Relevant Experience or Qualifications you wish to give in support of this application.

| |
|--|
| |
| |
| |
| |

Reason for seeking employment with our firm?

| |
|--|
| |
| |
| |
| |

Character Reference

Names of relatives not to be used. Referees may be asked to appraise your character and reputation.

| Name | Business or Private | Phone Number | Position |
|------|---------------------|--------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |

APPLICATION FOR EMPLOYMENT

Personal Details

 Male

 Female

 Date of Birth Age Last Birthday

 Place of Birth - City State

 Nationality Country of Birth

 Do you currently have permanent residency in Australia? Yes No

 Do you speak any other Languages? Yes No

 If yes, which language

 Do you hold current Drivers Licence? Yes No

 Licence No Expiry Date Current Points

 Date and details of last offence

 Do you have own car? Yes No If yes, make & model

 Have you ever received a job interview with BBX before? Yes No

 If yes, please provide details

 Positions previously applied for Date of interview

 Have you ever been arrested, prosecuted or charged in aspect of any offence under any act? Yes No

If Yes, give details below of all arrests, prosecutions and charges. (Include ALL such matters, no matter how minor, whether or not a conviction was recorded).

| Type of Offence | Full Name under which charged, etc | Date & Place of Hearing | Result |
|-----------------|------------------------------------|-------------------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |

Note: These details may be checked with police and other sources. Failure to disclose relevant details may itself result in employment approval not being granted. If there is not enough space above, attach a separate sheet.

 Have you any reason to believe that any prosecution or charge against you may be pending? Yes No

 If yes, please provide details

Personal Details

Please list the highest level of education achieved, ie. high school, tertiary, trade school, plus any other education you think is relevant, including current studies.

| Name & Address of Institution & Course | Year | | Level Attained |
|--|------|----|----------------|
| | FROM | TO | |
| | | | |
| | | | |
| | | | |
| | | | |

Medical History

Please indicate below any known illnesses, disabilities, medical history etc, which may be relevant in our assessing suitability for the work for which you have applied.

Previous WorkCover claims history

Specific (eg Colour Blindness)

Dyslexia

Prescribed Medication Yes No

External Activities which may affect work - eg Competitive Sports Training Requirements, Second Jobs Currently Held, Army Reserves, etc

General - Please comment on any strengths that will support you application

If you have awards or certificates please attach copy to this application.

Name (Printed)

Signature _____ Date _____