

8. Physical/Medical.

A. Do you have any current medical restrictions, physical illnesses or injuries, which could prevent you carrying out the full functions of the position applied for? **YES / NO**

If **YES** please give details (attach page if insufficient space).....

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B. For emergency reasons do you suffer from any of the following:

Diabetes.....; Epilepsy..... Asthma..... Heart conditions.....

9. Education: Secondary and Post Secondary

Year Started Year Ended Institution Examinations Passed Etc.

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10. Employment: (Last 4 permanent positions held, most recent first)

Dates Place of Employment Position Held Reason for Leaving

.../.../... To .../.../...

.../.../... To .../.../...

.../.../... To .../.../...

.../.../... To .../.../...

Please continue answers to above sections on a separate sheet if required

11. References: Please give names of 2 referees who may be contacted. (Please note, these persons must be able to give an assessment of your work related abilities, character referees are not required)

Name Position Held Where Held Phone Number

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.....

12. Have You Been Employed By Torbay Retirement Villages Ltd Before? YES / NO

If **Yes** Dates/...../..... To/...../..... Dept. & Position.....

13. Abilities, Knowledge And Skills – Please detail any skills, knowledge, ability you have which demonstrates you are suited to the position applied for, not covered in your attached Resume / CV.

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14. Do you have any Skills which may not be directly related to this Position but which may be useful in the future e.g. Second Language, Typing Skills, Computer Literate?

Please list below.

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15. Current Drivers License No:

16. Visa Status

Are you an Australian Citizen Yes/No

If No:

- i. Do you have permanent resident status Yes/No
- ii. What is your Visa Type
- iii. What is the Visa expiry date /..... /.....

17. Equal Opportunity Statement.

Torbay provides information to the government as part of the Equal Opportunity requirements. The following questions may be answered if you wish:

- a. Are you of Aboriginal descent Yes/No
- b. Are you of Torres Strait Islander descent Yes/No
- c. Do you speak a language other than English at home Yes/No
- iv. If Yes, what language

18. Statement:

I certify that to the best of my knowledge the information I have disclosed in this document is correct and that I have not knowingly provided any false or misleading information.

I acknowledge that if false or misleading information is found to have been supplied with my knowledge, it will result in this application being invalidated and my employment in the position may be terminated.

I agree to this organisation conducting reference checks, including those to ascertain if I have any record of legal offences (police check).

SIGNED:

DATE: /..... /.....

**PLEASE ATTACH A CURRENT COPY OF YOUR
CV / RESUME**

**Unless this Employment Application is in direct response to an
advertised position, no correspondence will be entered into.**

Employment Applications are held on file for 3 months.

General Information

1. **Recruitment Procedure** – All appointments are based on merit and equity.
2. **Confidentiality** – The information on this application will be treated as strictly confidential and will only be used in connection with prospective employment with Torbay Retirement Villages Ltd. Torbay reserves the right to check all details provided.
3. **Privacy** - The information you provide will be maintained under the Privacy Act 1998 and the Aged Care Act 1997, in regards to your application, potential employment contract and personal information provided to Torbay Retirement Villages Ltd, the organisation will ensure that your records are secure and information will not be released without your consent.
4. **Physical/Medical (Item 8)** - Torbay Retirement Villages Ltd is committed to providing a safe working environment for all employees. It is our objective to ensure that employees are not required to work in duties that they are not able to perform safely.

In the interest of WH&S, and our concern for our team members , it is the policy of Torbay that short listed applicants may undergo an appropriate medical examination by a Doctor of Torbay's choice (at Torbay's expense) before any offer of employment can be made.

It is a requirement that employees declare any pre-existing injury or disease of which they are aware and reasonably foresee could be affected by the nature of their work. Failure to declare, make a false or misleading disclosure may result in refusal of compensation for any recurrence, aggravation, exacerbation or deterioration of the injury or illness.

As part of our duty of care to current employees, clients and our community, it is understood that Torbay may seek a current copy of Workers Compensation history records, from all prospective employees.

5. **Referees (Item 11)**– Before an offer of employment is made, whether an internal applicant or a new employee to Torbay Retirement Villages Ltd, at least 2 reference checks may be made. The referees must be recent and ideally include their current employer. If in doubt as to the nature of the referees, the applicant may be asked for clarification and additional referees if necessary
6. **Visa Status (Item 16)** - It is essential that we check prospective employees' entitlement to work in Australia during the recruitment process, in accordance with the Department of Immigration and Citizenship guidelines. As there are a number of different valid working visas, individual cases should be referred to Personnel for clarification. The visa status of an individual may impact on the conditions of employment to be offered.
7. **Equal Opportunity Employer (Item 17)** – Along with reporting on EEO initiatives, Torbay practices equal opportunity in employment, promotion, training, conditions of employment and personnel practices for all its employees