



Kogarah
Community Services Inc.

Application form

1. Position applied for: _____

2. Full name: _____

Preferred title (please circle) MR MRS MS MISS

3. Address: _____

Suburb/Town _____

Postcode _____

Telephone: BH _____

AH _____

Mobile _____ Fax _____

Email: _____

4. Qualifications

Please list relevant Qualifications (please attach copies of degree/diploma etc)

Qualification	Year completed	Institution completed at

Please list other relevant courses (please attach copies of certificates)

Course name	Year completed	Institution completed at

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5. Please state why you are applying for this position:

6. **Drivers Licence:** do you have a current drivers Licence?

(Please circle) Yes No

Licence no: _____

7. Work History

Please list past five employers in chronological order

Date started	Date completed	Organisation & your title	Description of duties

8. Please list any special skills or experiences, which you consider relevant to your application for this position.

9. Referees

Please give names of 3 referees who can be contacted in reference to your application and can speak objectively about your suitability for the position. Relevant work referees are preferred.

I. Name _____
Occupation _____
Address _____
Telephone: BH _____ AH _____
Relationship to applicant _____

II. Name _____
Occupation _____
Address _____
Telephone: BH _____ AH _____
Relationship to applicant _____

III. Name _____
Occupation _____
Address _____
Telephone: BH _____ AH _____
Relationship to applicant _____

10. Declaration

I certify that my answer to each of the questions above is true and that all information provided is correct.

Applicant's signature _____

Date _____

11. Please attach your current curriculum vitae.



Employment within Kogarah Community Services Inc. is based on merit. This means that the applicant thought to be the most suitable and capable for the position will be selected.

Writing the application

It is essential that your application be aimed at the position you are applying for and that it allows us to see how you fulfill both essential and desirable criteria pertaining to the job. Your application needs to include a completed application form, copies of all relevant information asked for and current curriculum vitae.

It is vital that all information provided on your application is honest and reliable and that all previous employment dates be correct.

Interview process

All applicants being asked to attend an interview will be notified by telephone of the date and time of interview. Applicants attending an interview need to bring originals of all documentation supplied in their application package.

A panel of three people, including a community representative, Manager and a representative from the Management Committee, will conduct interviews.

At the interview you will be asked questions relating to the duties and selection criteria of the position you have applied for. You will be able to ask questions about the position and give us more information that may help your application. The panel may also call your referees to ask them about your suitability for the position.

Successful applicants will be notified by telephone all other applicants will be notified in writing.