



Adventurers

Employment Application Form

Applicant Information

Full Name: _____ Date: _____
First Middle Last

Address: _____
Street Address Apartment/Unit #

City State Postcode

Phone: _____ Email _____

Date Available: _____ Award Rate Level: \$ _____ Salary Expectation: \$ _____

Position Applied For: _____

Centre: _____ Are you happy to work at other Adventurers' centres? YES NO

Shift Availability (Days/Hours): _____ Any Dates Not Available (i.e. holiday or study commitment already in place) _____

Preferred age group to work with	Babies 0 to 12 months	Toddlers 1 to 2 years	Toddlers 2 to 3 years	3 year old kinder 3 to 4 years	4 year old kinder 4 to 5 years

Are you an Australian Resident for tax purposes? YES NO

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any courts? This includes traffic infringements? YES NO

If yes, please provide details: _____

Do you have any previous or current medical condition or restriction, physical or otherwise, which may affect your ability to perform the essential requirements of the job? Important Note: Disclosure of a medical condition or restriction does not necessarily exclude an applicant from employment. YES NO

If yes, please provide details: _____

Are there any prescribed medications you need to notify us of in a medical emergency? Important Note: Disclosure of a medical condition or restriction does not necessarily exclude an applicant from employment. YES NO

If yes, please provide details: _____

Qualification

Name of qualification: _____ Provider: _____

Date obtained: _____ Qualification provided? YES NO

Skills and Experience

Skill	Type	Length of use Months/Years	Level: Beginner, Intermediate or Advanced
Languages			
Computer literacy	YES/NO		
Childcare experience	YES/NO		
Observation experience	YES/NO		
Programming experience	YES/NO		
Observation software			
Incident report forms	YES/NO		
Experience administering first aid	YES/NO		
Computer applications			
Chemical handling	YES/NO		
Food handling	YES/NO		
Risky play	YES/NO		
Bush kinder	YES/NO		
Staff management experience	YES/NO		
Responsible person experience	YES/NO		
What are your interests/hobbies?			

Current Employment Status

Are you currently employed in the industry? YES NO

Are you attending interviews for similar positions? YES NO

Have you been offered employment elsewhere? YES NO

What is the key reason you have applied for a job with *Adventurers*? _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

I have attended the premises of Adventurers Education for an interview.

YES NO

I have submitted this Application form as part of the recruitment process for possible employment with Adventurers Education. I understand that this process is to seek the candidate with the most relevant skills, knowledge and experience required for the roles current requirements to become part of the Adventurers team. If I am successful in gaining this position, I understand that I will be required to sign an Employment Contract that entails a confidentiality agreement. I will be provided with a Position Description that outlines the requirements and responsibilities of the role. I am to complete all onboarding of the required information and read all policies prior to commencing my first shift. If successful for a position with Adventurers I understand that there is a Code of Conduct and Industry guidelines to follow. A six-month probationary period will apply in which I will proactively participate in Induction Training, gain knowledge of Company Policies and Procedures as well as undertake Probationary Reviews. I understand that either party may terminate employment during the Probationary Period as per guidelines provided by Fair Work Australia. To support my ongoing professional development in our industry, I may be invited to attend industry training that will be undertaken in my own time at a time and venue outlined with notice. I have been honest and have provided accurate, current information for the consideration for this position. I understand that a World Wide Web check will be conducted as well as appropriate reference checks with referee's I have provided. Validation of my qualifications and work experience may be sought. Misrepresentation of facts in this application could support termination if employed. All candidate details will be regarded as Private and Confidential and treated with the guidelines of the Privacy Act. Adventurers invites each applicant to make a copy of this application for their own records.

Signature: _____ Date: _____

HR to Complete

HR to Complete							
Name:			Position:			Centre:	
Item:	Quals Received	Copy of ID Received	WWCC	First Aid	Interview	Ref check	WWCC check
Processed:	YES/NO	YES/NO	Exp:	Date:	Date:	1: 2: 3:	YES/NO
Information:	Start Date:	Contract issued	Remuneration set:	Uniform and name badge issued	Position description signed	Induction Booked	Probation Booked
	Date:	YES/NO	Pay rate: Award level:	YES/NO	Date:	Date:	Date:
Notes:							