



TRAVELLING ANGELS APPLICATION FORM

To be considered for a position with Travelling Angels, please complete and submit the following:

- Application for Employment Form
- Resume
- Police Check
- First Aid Certificate
- Department of Immigration Work Rights Form (if applicable)

Section 1

Applicant Details

First Name:
Surname:
Address:
Home Number:
Mobile Number:
Email:

Section 2

Employment History

Current Position:

Name of Company/Employer:
Position Title:
Start Date with Current Employer:
Main Responsibilities:

Previous Position

Name of Company/Employer:
Position Title:
Length of Employment: Start Date: End Date:
Main Responsibilities:
State the reason you left that position:

Section 3**Referees:**

Please list 2 work related referees details:

1. Company Name/Employer:
 Referee's Name and Position:
 Contact Number:
 Email:

2. Company Name/Employer:
 Referee's Name and Position:
 Contact Number:
 Email:

Section 4**Availability:**

Please list in order of preference the type of position you are seeking:

Full time Part time Casual

Please complete the following to indicate what days and hours you are available to work:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

If you are seeking a Part time or Casual role, please indicate the number of hours you are available to work:

15-20 20-25 25+

Section 5**Education:**

Please indicate if you are currently studying: Yes No

If yes, please indicate:

Name of Institution:

Period of Study:

Section 6 (if applicable)**Working Rights in Australia:**

Are you an Australian or New Zealand Resident or Citizen?

Yes No

If you have answered No, please complete the supplementary form from the Department of Immigration and Multicultural and Indigenous Affairs.

Section 7

Do you have a current Driver's Licence?

Yes No

Do you have a current first Aid Certificate?

Yes No

Have you been convicted of or charged with a criminal offence?

Yes No

Do you have a Police Check?

Yes No

Describe your swimming skills:

- Excellent
- Good
- Fair
- Poor

Section 8

Describe a situation when you have been the sole carer for more than 2 children? How did you go about organising the children's day to day activities?

Describe a situation when you have had to deal with an emergency? How did you respond and what steps did you take to deal with the emergency?

Describe a situation when one of the children you were looking after did not do as you had requested? How did you deal with this situation and what you would do differently if this same situation arose again?

Miscellaneous Section:

Have you previously worked with children aged?

5-7 yrs Yes/No

7-9 yrs Yes/No

10+ yrs Yes/No

Declaration of applicant:

Your personal information is collected and held by Travelling Angels and will be used for recruitment and selection purposes. In relation to the collection of personal information for Recruitment and Selection purposes, Travelling Angels makes the following statements:

- The information collected by this organisation may be disclosed to and shared within the Travelling Angels business, referees, agencies and any other organisations used to assist in the recruitment and selection process and/or security organisations as required.
- If you choose not to provide your personal information to Travelling Angels, we may be unable to proceed with your application for employment.
- Any further information collected about you at all stages of the recruitment process will be disclosed in the same manner as information described in this form.

I agree and consent for Travelling Angels to use and disclose my personal information in the manner described above.

I declare that all of the information included in this form is true and correct and I understand that any false or misleading information may lead to my continued employment with Travelling Angels being reviewed.

Applicant Signature:

Date:

Return to:

**HUMAN RESOURCES
TRAVELLING ANGELS PTY LTD
PO BOX 558
COBURG VIC 3058
03 8300 0537**

