



BIA GROUP



BIA GROUP STANDARD FORMS

APPLICATION FOR EMPLOYMENT

Position Title:

PERSONAL DETAILS

Surname:

Given Names:

Residential Address:

Postal Address:

Date of Birth:

Telephone No: Mobile No:

Email Address:

Do you hold a current Driver's Licence? YES/NO

Driver's Licence No: Class: State:

ELIGIBILITY TO WORK

Are you a permanent resident or citizen of Australia Yes/No

If no are you legally permitted to work in Australia Yes/No

If yes to the above question please indicate visa type _____



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EDUCATION and QUALIFICATIONS

A) SECONDARY:

School Standard Attained Year

B) APPRENTICESHIP:

Name of Company Trade Date Completed

C) TERTIARY (Certificate, Diploma, Degree):

Institution Qualification Year

TRAINING

List training courses/seminars completed:

Course/Seminar Name	Year Completed
.....
.....
.....
.....

EMPLOYMENT HISTORY (Detail present or last position held first)

Previous Employer	Dates From/To
.....
Position Held
Reason for Leaving

Previous Employer	Dates From/To
.....
Position Held
Reason for Leaving



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Have you ever been required to supervise other employees? YES/NO

Please give details:

Have you been previously employed by Broome International Airport? YES/NO

If so, specify when and Dept

REFERENCES

Are copies of written references attached to this application? YES/NO

Specify details of persons who would be prepared to give verbal reference:

NAME	TITLE	TELEPHONE NO.
1.
2.
3.

ADDITIONAL INFORMATION

Health

To the best of your knowledge do you have a medical condition, disability or injury which may preclude you from undertaking the duties of the position you are applying for? Yes
No

.....
.....

Applicants who have a health condition, disability or injury are invited to discuss its relevance or otherwise with the interviewer. It is not a barrier to consideration of an application for employment. However, if it is likely to affect your work performance or could recur or be aggravated by the type of work for which you are applying you must disclose this information.



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Workers' Compensation Claims

Do you have a current or previous Workers Compensation Claim?

Yes

A Workers' Compensation Claim is not a barrier to the consideration of an application for employment. However, any disability or injury likely to affect your work performance or which could recur or be aggravated by the type of work for which you are applying must be disclosed. If yes, please give details

No

.....
.....

Convictions

A criminal record does not necessarily disqualify an applicant. However, it is necessary for you to advise whether you have ever been convicted of any offence in any court; or are currently the subject of any charge pending before any court? If yes, please give details

Yes

No

.....
.....

If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before the final decision is made.

NOTE: THE RECOMMENDED APPLICANT WILL BE REQUIRED TO UNDERGO A POLICE CHECK AS A CONDITION OF EMPLOYMENT – AN AVIATION SECURITY IDENTIFICATION CARD IS REQUIRED FOR EMPLOYMENT.

In signing this Application for Employment I authorize investigation of all statements contained in this document and I understand that misrepresentation of facts is sufficient for dismissal, if employed. I also give my permission for a representative of the company to contact the above named referees.

I also agree to comply with the safety policies of the firm, including the wearing of safety boots, protective glasses and hearing protection as instructed, and with the disciplinary action procedure of the company.



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IMPORTANT NOTICE

Section 79 of the Workers Compensation and Assistance Act 1981 gives the Workers' Compensation Board discretion to refuse to award compensation which would otherwise be payable, where it is proved that the worker had, at the time of seeking or entering employment, willfully and falsely represented himself as not having previously suffered from the disability, the subject of the claim for compensation.

Applicant Signature: Date:

TO LODGE APPLICATIONS:	
ENQUIRIES:	Olivia Triferis – Office Manager - Ph: 9194 0600
EMAIL:	oliviatt@broomeair.com.au
FAX:	9194 0610
MAIL:	Locked Bag 4016, Broome WA 6725
HAND DELIVER:	Administration Office at the Broome International Airport – Macpherson St