

CASUAL EMPLOYEE APPLICATION FORM

Personal Details									
Title:		Family Name:		First Name:					
Street Address:				Suburb:			State:		
							Postcode:		
Telephone:	Home:			Mobile:			Work:		
Email Address:									
Birth Country:				Date of Birth:					
Do you have a current Driver's Licence?				<input type="checkbox"/> Yes <input type="checkbox"/> No					
Work Rights:	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/> Non-Citizen holding a valid visa with no work restrictions								
Availability and Area of Interest									
Area of interest (please TICK✓):	Bilingual Worker <input type="checkbox"/>		Crèche Worker <input type="checkbox"/>		Administration <input type="checkbox"/>		Cultural Advisor <input type="checkbox"/>		
No. Hours/Week:					Start Date:				
Preferred Days:	Monday am <input type="checkbox"/> pm <input type="checkbox"/>	Tuesday am <input type="checkbox"/> pm <input type="checkbox"/>	Wednesday am <input type="checkbox"/> pm <input type="checkbox"/>	Thursday am <input type="checkbox"/> pm <input type="checkbox"/>	Friday am <input type="checkbox"/> pm <input type="checkbox"/>	Saturday am <input type="checkbox"/> pm <input type="checkbox"/>	Sunday am <input type="checkbox"/> pm <input type="checkbox"/>		
Frequency:	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Fixed Period								
Skills and Qualifications									
Formal Qualifications: <i>(eg. Diploma, Degree, Trade Certificate etc)</i>									
Other Training/Certification: <i>(Eg First Aid, Advanced Driving etc)</i>									
Computer Skills:				<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced					
Microsoft Office Skills:									
Language Skills, DO you speak any languages other than English?				<input type="checkbox"/> Yes – please list them:					
				<input type="checkbox"/> No					

Employment History	
Have you worked for MMRC before?	<input type="checkbox"/> Yes Position held: Level: Duration: Specific Program: <input type="checkbox"/> No
What was your most recent paid position?	Position: Organisation:

Security Checks	
The requirement for becoming an employee for MMRC is that the applicant agree to undertake police check and working with children check (WWCC) at their own cost. Do you agree to this?	National Police Check <input type="checkbox"/> Yes <input type="checkbox"/> No WWCC <input type="checkbox"/> Yes <input type="checkbox"/> No

Referees	
Please provide the contact details of two people who are not family members who are willing to act as referees.	
<u>Referee 1</u> Name: Relationship: Mobile: Email:	<u>Referee 2</u> Name: Relationship: Mobile: Email:

Medical Information:	
MMRC has a duty of care to protect your health and/or safety while you are an employee.	
Do you have an existing medical disability/condition/injury? <i>Please provide details</i>	
Do you take any medication that may affect your work? <i>Please provide details</i>	

Declaration

By completing this application for casual employment with Metropolitan Migrant Resource Centre, I acknowledge that:

1. This is not an offer of employment.
2. I authorise MMRC to contact my nominated referees, as required.
3. I have completed the personal particulars and consent form for police check and Working with children card and I understand that these checks are necessary before my application can be accepted by MMRC.
4. I must maintain a valid police record and/or Working with Vulnerable Persons /Children Check as a condition of employment. Should my circumstances alter, I will advise MMRC.
5. I will provide copies of any requested and/or relevant qualifications, visa, registration, insurance, identification or licenses prior to commencing employment.
6. I will provide evidence of eligibility to work in Australia prior to commencement. If I am a non-citizen, my work rights that may affect my employment are subject to verification with Department of Home Affairs. Should this alter, I will inform MMRC.
7. If my application is successful, I must comply with all policies and procedures as varied from time to time. I will not breach the terms and conditions as stated in my contract of employment.
8. I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my work.
9. I agree to undertake training and attend information sessions where necessary to enhance my capabilities as an employee of MMRC

I hereby declare all information given by me in this application is true and correct in every detail. I have not knowingly withheld any circumstances or facts that would, if disclosed, may affect my application. I understand I may be subject to disciplinary action or dismissal should any part of the information I have given, later be found to be untrue.

Signature:	Date:
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Privacy Statement

Metropolitan Migrant Resource Centre abides by the National Privacy Principles in all its dealings with members, employees and the public. The personal information you have provided will help us process you as a valued employee with our organisation and will be treated as confidential. Your personal details will not be given to any external organisation without your permission.

Please email this form, and your resume to admin@mmrcwa.org.au