

Application for Employment

This form can be completed by candidates who are eligible to be appointed directly to a position (Fixed -Term Contract, less than 12 months) and candidates who are not able to submit their application online.

APPLICATION FOR EMPLOYMENT

Applicants should complete the application completely and accurately.

Swinburne University of Technology (the University) is an Equal Opportunity/Affirmative Action Employer. The University's policy is to abide by all federal and state laws prohibiting unlawful discrimination in employment (where the person is able to perform the essential functions of the position).

The University will provide reasonable adjustment for qualified individuals with known disabilities. Additionally, an applicant with a disability who needs accommodation during the application or interview process should request this from the Human Resources.

APPLICATION PROCEDURE

1. Complete all sections of this form.
2. Please ensure that your attached application and/or resume also addresses the following criteria:
 - (a) **Key Selection Criteria:** you should address all the selection criteria outlined in the position description. **Please Note:** The ability to meet the selection criteria forms the basis of short-listing applicants.
 - (b) **Referees -** Applicants should state the name, address, telephone number, e-mail address and current position of three people who have agreed to act as professional referees. Written references will not be required at the time of making application. Any references gained will be confidential references and considered as exempt documents under the Freedom of Information Act, and as such would not be available for inspection by the applicant.
 - (c) **Publications:** please indicate any works that you have had published, and where they have been published (academic staff only).
3. The Selection Panel Chairperson will notify you if you are successful for an interview. If required to attend an interview, you may be required to produce a transcript of academic results and/or enrolments which the Chairperson of the Recruitment Committee will verify.

APPLICANT DETAILS

Given Names:		Surname:		Title:	
Position No:		Position Title:			
Home Address					
Postal Address					
E-mail		Contact Ph.			
Current Employees Only:					
Employee Number		Location / Campus			

EXPERIENCE

Are you a current Swinburne University Employee?			
Have you ever been employed in Swinburne University or Eastern TAFE?		Last year of employment with Swinburne or outer Eastern TAFE?	
Specify Position Title			

Role 1 Company Name			
What general field was it in?			
What was your position?			
Start Year:		End Year:	
Role 2 Company Name:			
What general field was it in?			
What was your position			
Start Year:		End Year:	
Role 3 Company Name:			
What General field was it in?			
What was your position?			
Start Year		End Year:	
Please list any other relevant experience such as unpaid volunteer work or domestic work:			

QUALIFICATIONS			
	Qualification Type	Awarding Institution	Institution Country
Qualification 1			
Qualification 2			
Qualification 3			
Any other relevant qualifications			

HUMAN RESOURCES INFORMATION (Tick yes or no if appropriate)			
Are you an Australian Citizen? If no, please indicate the following information:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Visa Type:	Expiry:	Is a new visa required:	
Are you aware of any disabilities and/or medical conditions (inclusive of psychological conditions) caused by gradual process or pre-existing injuries that may affect your ability to perform the duties or work the required hours?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify nature of the condition and any restrictions:			
Would you like to be considered for other positions at Swinburne?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

CONDITIONS OF APPLICATION: I understand that falsification, omission or misstatement of information, regardless of when discovered, shall be considered sufficient cause for denying employment or termination of my employment. I authorise the University and its representatives to investigate, without liability, any information supplied by me including occupational, police and government records. I also authorise listed employers, schools and references, as well as other reference sources, to make full response to any inquiry by the University and its representatives without liability.

TESTING: Except as limited by law, the University reserves the right to test applicants and employees prior to or during employment for usage of controlled substances which may impair ability to perform at expected levels and for use of illegal drugs or substance abuse.

DISCLOSURE: Submission of this application for employment is considered authorisation to conduct a background check as a condition of employment and I hereby give the University and/or its agents' authorisation to obtain information relevant to the position being sought.

PRIVACY: The University and its related companies are committed to complying with applicable privacy legislation and respects the need for privacy protection. Any information provided in your application for employment will only be used for the purposes of recruitment, selection, and if successful, on-going employment. Whilst your application is likely to be for a specific position, at times we may want to provide your resume to other parts of our company where a suitable employment opportunity could be identified for you. If you would prefer for this information to not be disclosed, please let us know when you write to us.

As a condition of submitting this application, I acknowledge that the information I provide may be used in the management of my employment and disclosed to third parties such as banks and real estate agents that may contact you to obtain information about my employment.

For further information, you can view our Recruitment Process at:
<http://www.swinburne.edu.au/corporate/hr/recruitment/>

I have read the above information and certify that all information I provided in this application is true and complete.

Signature of Applicant

Date

Print Name

Privacy: The University collects uses and destroys your information in accordance with the Privacy Act. All privacy queries should be made to: infoprivacy@swin.edu.au

Conditions of Application: I understand that falsification, omission or misstatement of information, regardless of when discovered, shall be considered sufficient cause for denying employment or termination of my employment. I authorise the University and its representatives to investigate, without liability, any information supplied by me including occupational, police and government records. I also authorise listed employers, schools and references, as well as other reference sources, to make full response to any inquiry by the University and its representatives without liability.