



CONFIDENTIAL APPLICATION FOR EMPLOYMENT

If you are attaching a Resume/Curriculum Vitae, it is not necessary to complete Sections B & C.

PLEASE NOTE:

1. This application is suitable for applicants applying for either advertised employment vacancies OR wishing to express interest in future employment opportunities.
2. Copies of current qualifications must be attached to this application.
3. The application, when complete in full, can be mailed to the attention of the HR Manager c/o PO Box 500 Manly NSW 1655 or faxed to 9976 3711 or scanned and emailed with relevant attachments to jobs@aquaticleisuremanagement.com.au
4. Any acceptance and subsequent appointment is subject to proof of eligibility to work in Australia.
5. Any statement on this form which is found to be deliberately misleading will make you, if employed, liable for dismissal.

SECTION A – PERSONAL DETAILS

DATE OF APPLICATION: TYPE OF APPLICATION: (circle) Advertised Position OR Expression of Interest

POSITION TITLE APPLIED FOR: (list)

ADVERTISED LOCATION: (circle) Cabarita Drummoyne Chatswood Mosman Bankstown Revesby North Rocks Manly

OR

LOCATION INTERESTED IN: (circle) Cabarita Drummoyne Chatswood Mosman Bankstown Revesby North Rocks

AVAILABILITY TO COMMENCE: (date).....

SURNAME: GIVEN NAME:

(Preferred form of address: Mr / Mrs / Ms / Miss (Circle whichever applicable))

HOME ADDRESS:

POST CODE:

TELEPHONE NUMBERS:

Home: Mobile: Business:

Fax: E-mail:

DRIVERS LICENCE NUMBER: EXPIRY DATE:

CAR REGISTRATION:

If not an Australian or New Zealand Citizen, do you have a Working visa?.....(Copy is required)

Passport number:.....

Visa number: Expiry date:

Where did you see or hear about us? (Please tick)

Local Newspaper Friend/relative

Internet (Indicate Website)..... Other (please indicate).....

SECTION B – EDUCATION

1. SECONDARY (Show details of highest examination passed or attempted or attach copy of Certificate)

NAME OF EXAMINATION: Year 10 Year 11 Year 12

2. TERTIARY

Name of Institution	Course Undertaken	From	To	QUALIFICATIONS AWARDED (Please attach copies of your results)

3. OTHER SKILLS AND QUALIFICATIONS

You may include professional/technical qualification, courses, fluency in languages, office skills, computer skills
Please attach copies of your current license or certification

Certification	Registration Number	Date Obtained	Expiry Date

Professional Membership(s):

SECTION C – EMPLOYMENT HISTORY

Please indicate where you have worked before. Include overseas as well as Australian work experience. Voluntary work experience may also be included.

If space provided is insufficient and you wish to provide a more detailed work history, please attach extra pages to this form.

EMPLOYER	DATES		POSITION HELD
	From	To	

SECTION D – OTHER

Would you be willing to undertake country or interstate travel as required?.....

Do you speak, read or write any languages other than English?.....
 If so, which ones?

Is there any other information which you would like to include in support of your application for employment?

SECTION E – AVAILABILITY

Please indicate any times you are available to work with Aquatic Leisure Management:

(Please tick the boxes to indicate availability):

During School/ Uni Term:

Date School/ Uni commences: ___/___/___ Number of hours available for work: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Midday							
Afternoon							

If you have a copy of your uni/tafe/college timetable, please provide.

During School/ Uni Holidays:

Date School/ Uni Holidays commence: ___/___/___ Number of hours available for work: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Midday							
Afternoon							

Current & Future Commitments:

Please indicate the approximate length of commitment you are prepared to offer if employed (circle):

1-6 months 6-12 months 12-24 months 24 months +

Please indicate any commitments such as sport, music, study or other employment, which will prevent you from working on specific days/ times.

Day(s): _____

Times: _____

Dates of Commitment: From ___/___/___ to ___/___/___

Please indicate the dates of any holidays you have planned: From ___/___/___ to ___/___/___

Is this Holiday already booked? Yes No

Other notable items which may affect your availability:

.....

SECTION F – MEDICAL

Do you have any health problems or a medical condition that may affect your ability to perform the requirements of the position [as specified above or in the position description attached to this application?]

If so, please provide the details:

Would you agree to undergo a medical examination to assess your suitability to be able to carry out the requirements of the position?

If you have a disability, please indicate how the workplace might be adjusted to overcome any barriers that may affect your performance.

.....
.....
.....

SECTION G – REFERENCES

(Regarding work history and / or education)

Please provide names and addresses of three referees, one of which should be your most current employer.

- 1. **Name:** **Title:**.....
Organisation:
Telephone No:..... **Email Address:**.....
- 2. **Name:**..... **Title:**.....
Organisation:
Telephone No:..... **Email Address:**.....
- 3. **Name:** **Title:**.....
Organisation:
Telephone No:..... **Email Address:**.....

SECTION H – CRIMINAL RECORD CHECK

Have you ever been convicted of a criminal offence?

If so, which one(s)?

*To be convicted a Court would have made a finding that you were either:

- Convicted by a single judge or jury of the offence
- Guilty of the offence(s) charged but dismissed without a conviction

The conviction will be *spent* in certain circumstances which means that you do not have to mention it.

- If you have been given a 556A, your conviction will usually be spent as soon as the order is made or once any bond recognisance or period of probation expires;
- In other cases, if 10 years have passed since the date of your conviction (5 years if you have been a child offender); or
- If you were not sentenced to imprisonment at all or were not sentenced to imprisonment for more than 30 months; or
- You have not re-offended during the 10 year period (or in the case of a child offence 5 yr); or
- No statutory or regulatory exclusion applies to you employment.

SECTION I – PROHIBITED EMPLOYMENT CHECK

The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment.

It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence. For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

Under *Commission for Children and Young People Act 1998*:

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.

I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

Name: _____ Signature: _____

Date: _____ Contact telephone number: _____

SECTION J – WORKING WITH CHILDREN CHECK CONSENT FORM

As you will come into contact with children whilst working for Aquatic Leisure Management, a working with children, criminal record check must be conducted prior to commencement. Please complete this form to provide consent to Aquatic Leisure Management this check. **PLEASE WRITE IN BLOCK LETTERS**

Surname: _____ Given Name(s): _____

MaidenName/PreviousNames/Aliases: _____

Gender: Male Female Date of Birth: ____/____/____

Place of Birth (city, state, country): _____

Driver's Licence number: _____ Contact phone number: _____

Address: _____ Postcode: _____

I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. a national criminal record check for charges and/or convictions (including spent convictions) for:
 - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
 - any child-related personal violence offence;
 - any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence;
 - punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- may have not been heard or finalised by a court; or
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.

2. a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and

3. a check for relevant employment proceedings involving an act of violence committed in the course of employment and in the presence of children or reportable conduct. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), any child-related personal violence offence, or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.

I understand that a conviction for a serious sex offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) or child-related personal violence offence (including but not limited to, intentionally wounding or causing grievous bodily harm to a child) will automatically prohibit me from child-related employment. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a Registrable person under the Child Protection (Registrable Offenders) Act 2000, I am prohibited from child-related employment.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk.

I acknowledge that:

- the above information and any information obtained during the Working With Children background check may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People or any Approved Screening Agency may share the information obtained during the Working With Children background check with each other to support further estimates of risk arising from additional Working With Children background checks;
- the outcome of an estimate of risk conducted with information obtained through the Working with Children Check by the Approved Screening Agency may be provided to my current or prospective employers or an employer-related body (where applicable) only for background checking purposes;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

Signature: _____ **Date:** ____ / ____ / ____