

CHARLTON BROWN®

we train we place we care

Application to join the Charlton Brown team

Please clearly complete details and return to:

CHARLTON BROWN
Level 2, 20 Wharf Street
BRISBANE QLD 4000

Affix Photo
Here

Personal Details

Surname: _____ Given Names: _____

DOB: ___ / ___ / ___ Gender: Male / Female

Address: _____ P/code: _____

Telephone: (H) _____ (W) _____ (Mob) _____ (Fax) _____

Email Address: _____

Nationality: _____ Religion: _____

Passport Number: _____ Expiry Date: ___ / ___ / ___

Marital Status: _____ Children: _____

Emergency Contact: _____ Relationship: _____

Contact Numbers: _____

Address: _____

Mother: _____ Occupation: _____

Father: _____ Occupation: _____

Siblings: _____

Career

What type of position are you looking for?

Full-time / Part-time Temporary / Permanent Live-in / Live-out Events/ Other

Date available from: ___ / ___ / ___ to ___ / ___ / ___

Preferred area: _____

Relevant Details

Do you drive? Yes / No If yes: Manual / Auto
Do you have any traffic convictions/tickets? Yes / No
Do you own a car? Yes / No If yes-Type: _____
Are you insured? Yes / No If yes- type: _____

Do you have a criminal record? Yes / No
If yes, please explain: _____
Smoker / Non- Smoker Are you happy to work for a smoking family? Yes / No
Any allergies: _____
Can you swim? Yes / No Can you cook? Yes / No
Are you willing to do housework? Yes / No
Do you speak any languages other than English? _____

Personal

What are your interests / talents: _____

Do you have any other skills: _____

Why are you looking for work in this field? _____

Why do you feel you are suited to this type of position/ profession? _____

What do you consider the ideal position? (Please describe) _____

How would you describe yourself? _____

How did you learn about Charlton Brown Group? _____

Experience & Preferences

Experience:(Please list) Age preferences: _____

Special needs experience? Yes / No
Describe special care given: _____

Describe special needs preferences: _____

Education

College/University attended: _____

Period of attendance: ___/___/___ to ___/___/___

Qualification/Level achieved: _____

College/University attended: _____

Period of attendance: ___/___/___ to ___/___/___

Qualification/Level achieved: _____

College/University attended: _____

Period of attendance: ___/___/___ to ___/___/___

Qualification/Level achieved: _____

Other Certificates held: _____

Employment

1. Most recent position/ Title: _____

Employers name: _____

Address: _____

Phone: _____ Fax: _____

Date Started: ___/___/___ Date Finished: ___/___/___ Wage: _____

Reasons for leaving: _____

2. Next most recent position/ Title: _____

Employers name: _____

Address: _____

Phone: _____ Fax: _____

Date Started: ___/___/___ Date Finished: ___/___/___ Wage: _____

Reasons for leaving: _____

3. Next most recent position/ Title: _____

Employers name: _____

Address: _____

Phone: _____ Fax: _____

Date Started: ___/___/___ Date Finished: ___/___/___ Wage: _____

Reasons for leaving: _____

CHARLTON BROWN is dedicated to the maintenance of the highest standards of care and professionalism. You should be aware that we conduct exhaustive reference checks.

References (minimum of 3)

Name: _____

Address: _____

Contact numbers: _____ Email: _____

Name: _____

Address: _____

Contact numbers: _____ Email: _____

Name: _____

Address: _____

Contact numbers: _____ Email: _____

Rules and Conditions of CHARLTON BROWN

In all circumstances the following conditions apply:

- 1. When applying for jobs, staff employed by CHARLTON BROWN must remember that they are representing CHARLTON BROWN.**
- 2. Staff employed by CHARLTON BROWN must conduct themselves at all times in a manner that will promote the high standards of the company.**
- 3. CHARLTON BROWN must be informed of all developments with a client after initial placement.**
- 4. All client introductions are confidential. Names, addresses, etc of clients must not be divulged to any third party.**
- 5. Time sheets are considered legal documents and must be signed by families and returned to CHARLTON BROWN weekly by email/fax to ensure payment of services. The originals to be posted to CHARLTON BROWN.**

I declare that all the information I have supplied is true and accurate to the best of my knowledge. I certify that I have read and agree to abide by the Rules and Conditions of the CHARLTON BROWN set out above.

Print name: _____

Signed: _____ Date: ___ / ___ / _____

Witness: _____ Date: ___ / ___ / _____