

APPLICATION FOR EMPLOYMENT

TO APPLY FOR EMPLOYMENT BY **CHARLTON BROWN** YOU WILL NEED TO:

- ✓ Provide evidence of accredited qualification;
- ✓ Provide evidence of a current Senior First Aid Certificate;
- ✓ Complete in full the CHARLTON BROWN Application for Employment Form;
- ✓ Provide three (3) written references;
- ✓ Have a successful reference check;
- ✓ Provide a police clearance/ Positive Notice blue card for child related employment;
- ✓ Provide a fully completed CHARLTON BROWN Medical Report.

ADDITIONAL REQUIREMENTS:

Driving

You may be required to drive companions to do shopping / lunch / etc. Eligibility, for such positions requires a reliable car, safe driving record, and a Defensive Driving Certificate.

Yes / No

Life Saving

You may be required to supervise water activities. Do you hold a recent Life Saving Certificate?

Yes / No

Please enter all details in full, print clearly or type, enclose two (2) recent photographs of yourself, and return to:
CHARLTON BROWN
Level 2, 20 Wharf Street
BRISBANE Qld 4000

APPLICATION FOR EMPLOYMENT

PERSONAL DETAILS

Surname: _____

Given Names: _____

Address: _____

_____ Postcode: _____

Telephone: (Home) _____ (Work) _____ (Fax) _____

(Mobile) _____

Email Address: _____

DOB: ___ / ___ / _____

Nationality: _____ Passport Number: _____

Expiry Date: _____ / _____ / _____

Religion: _____

Employment Sought (please indicate by marking appropriate boxes):

Permanent Temporary Full-time Part-time

Live-in Live-out

Date available from: ___ / ___ / _____ Until (if temporary): ___ / ___ / _____

Maximum length of commitment to a position: _____

Preferred area: _____

YOUR FAMILY BACKGROUND

Next of Kin: _____ Relationship: _____

Address: _____

_____ Postcode: _____

Telephone: (Home) _____ (Work) _____

(Mobile) _____

Email Address: _____

Father's Occupation: _____

Mother's Occupation: _____

Number of brothers: _____ Sisters: _____

FURTHER RELEVANT DETAILS

Do you drive? Yes / No If yes: Manual / Auto

Any traffic convictions/tickets? _____

Driver's License Number: _____

Have you completed a defensive driving course? Yes / No

Do you own a car? Yes / No

If yes, Brand/Model/Year: _____

Is the vehicle registered? Yes / No

Insurance Policy: _____ Number: _____

Have you ever been in trouble with the police? Yes / No

If yes, please explain: _____

Do you smoke? Yes / No Are you happy to work for a smoking family? Yes / No

Do you like animals? Yes / No Can you swim? Yes / No

Can you cook? _____

Are you willing to do housework? Yes / No

Do you speak any languages other than English? (Explain) _____

List interests, talents etc.:

Do you swim, have a background in arts & crafts, music or dance, or have other skills that may relate to companion's or carer activities?

EDUCATION & EMPLOYMENT

Education

Last School attended: _____

From: _____ Until: _____

Qualification/Level achieved: _____

College/University attended: _____

From: _____ Until: _____

Qualification/Level achieved: _____

Training College attended: _____

From: _____ Until: _____

Qualification/Level achieved: _____

Child Care Qualification

Training College attended: _____

From: _____ Until: _____

Qualification/Level achieved: _____

Employment

1. Current or last position held: _____

Employers name and address: _____

Phone: _____ Fax: _____ Email: _____

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

Reasons for leaving: _____

2. Next most recent position: _____

Employers name and address: _____

Phone: _____ Fax: _____ Email: _____

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

Reasons for leaving: _____

3. Next most recent position: _____

Employers name and address: _____

Phone: _____ Fax: _____ Email: _____

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

Reasons for leaving: _____

4. Next most recent position: _____

Employers name and address: _____

Phone: _____ Fax: _____ Email: _____

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

Reasons for leaving: _____

CB is dedicated to the maintenance of the highest standards. You should be aware that we conduct exhaustive reference checks.

REFERENCES (MINIMUM OF THREE {3})

Name: _____
Address: _____

Phone: _____ Mobile: _____ Email: _____

Name: _____
Address: _____

Phone: _____ Mobile: _____ Email: _____

Name: _____
Address: _____

Phone: _____ Mobile: _____ Email: _____

GENERAL INFORMATION

Why do you want to be a carer or companion?

Please state any special conditions you wish an employer to offer and give a brief description of the type of job you are looking for:

How would you describe yourself? (Please write a short description of you, the person. Include personality, ambitions, character...)

How did you learn about the CB Agency?

PLEASE READ AND SIGN THE TWO (2) SECTIONS BELOW

I declare that all the information I have supplied is true and accurate to the best of my knowledge.

Print name: _____

Signed: _____ Date: ___ / ___ / _____

Witness: _____ Date: ___ / ___ / _____

Rules and Conditions of the CB Agency:

In all circumstances the following conditions apply:

- 1. When applying for jobs, staff employed by CB must remember that they are representing CB.**
- 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. CB 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. All staff employed by CB must sign a work agreement.**
- 6. Will follow all procedures and instructions set out in the Carer Guidelines**
- 7. I give permission for CHARLTON BROWN agency staff to give clients my referees contact numbes.**

I certify that I have read and agree to abide by the Rules and Conditions of the CB Agency set out above.

Signed: _____ Date: ___ / ___ / _____

Witness: _____ Date: ___ / ___ / _____

Please enter all details in full, print clearly or type, enclose two (2) recent photographs of yourself, and return to:
CHARLTON BROWN
 Level 2, 20 Wharf Street
 BRISBANE Qld 4000

Office Use Only

Application Received _____ / _____ / _____

Interview _____ / _____ / _____

Phoned _____ / _____ / _____

Informed of Acceptance _____ / _____ / _____