



Registered Office: 58 Belmore Street Yarrawonga Vic 3730

ABN 69 087 651 812

Phone 03 5744 3713

APPLICATION FOR EMPLOYMENT – PART TIME

This form must be completed by the candidate in their own handwriting.

Please attach a current resume

Date of Application: _____

Position applied for: _____

Preferred days/hours:

Monday ☐ _____

Tuesday ☐ _____

Wednesday ☐ _____

Thursday ☐ _____

Friday ☐ _____

DETAILS OF CANDIDATE

Full Name: _____

Preferred name (if any): _____

Residential Address: _____

Mailing Address: _____

Preferred Contact Phone Number: _____

Alternative Contact Number: _____

Email address: _____

LEGAL WORK STATUS

- Are you legally entitled to work in Australia? ☐ Yes ☐ No
- As an Australian Citizen? ☐ Yes ☐ No
- Or as a Permanent Resident? ☐ Yes ☐ No
- Or as a holder of a current work permit? ☐ Yes ☐ No

EMPLOYMENT

My current (or most recent) employment: _____

Name of Employer: _____

Position Held: _____

Length of Employment (dates): _____

Duties

Reason for leaving/wanting to leave

- ☐ Resignation ☐ Redundancy ☐ Termination

For the purposes of compliance with the Privacy Act 1988 (Cth.), do you consent to the company contacting your present employer for the purposes of reference checking should we have an employment offer for you? ☐ Yes ☐ No

Do you have secondary employment? ☐ Yes ☐ No

If yes, please provide details

Have you been the subject of disciplinary action or been dismissed by a previous employer?

☐ Yes

☐ No

If yes, please provide details

EDUCATION

What is your highest completed level of education?

☐ Year 10 or below Year completed _____

☐ Year 11 Year completed _____

☐ Year 12 Year completed _____

☐ Undergraduate Year completed _____

Details of Degree _____

Other education/certificate/courses complete

GENERAL

Why are you seeking employment at Central Murray Credit Union?

What skills do you have that will benefit Central Murray Credit Union?

Describe your cash handling experience

Describe your customer service experience

What does teamwork mean to you?

DRIVING INFORMATION

Do you have a current drivers licence? ☐ Yes ☐ No

If yes what class?

Does your licence have any special conditions? ☐ Yes ☐ No

If yes, please provide details

CRIMINAL CHECKS

A successful applicant will be required to consent to applicable background checks, including but not limited to a criminal record check. Please note that candidates with criminal records are not automatically barred from applying for this position, unless there is a particular requirement under law. Each application will be considered on its merits.

Do you have any convictions for the following?

Fraud ☐ Yes ☐ No

Theft ☐ Yes ☐ No

If yes, please list the offence, date of conviction, and sentence received for each offence

Do you have any convictions other than those listed above which were imposed as an adult and which are less than 10 years old? ☐ Yes ☐ No

If yes, please list the offence, date of conviction, and sentence received for each offence

Are there any charges against you yet to be heard?

☐ Yes

☐ No

If yes, please provide details

Have you ever changed your name with the Registry of Births, Deaths and Marriages, or by Deed Poll?

☐ Yes

☐ No

If yes, please provide details

ABILITY TO PERFORM

Can you think of any reason, including any medical issue, which may affect your ability to perform the inherent requirements of the position, including regular attendance at work?

☐ Yes

☐ No

If yes, please provide details

DECLARATION

I agree to Central Murray Credit Union Limited carrying out background screening, including but not limited to criminal checks, as necessary as part of this application. I declare that to the best of my knowledge the information provided in this application and in my attached resume is accurate.

I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment will be terminated immediately.

PRINT NAME:

SIGNED:

DATE:
