Notification of Availability for Employment

CONFIDENTIAL – TO BE COMPLETED IN APPLICANT'S OWN HANDWRITING

Personal Details:

Surname: _____ Given Names: _____

Address:_____

_____

Phone Number: _____ Mobile Number: _____

Date of Birth: _____/_____/_____ Email Address: _____

Details of Education:

Details of highest level of secondary education achieved or level of secondary education you will achieve this year. If applicable, provide details of TAFE, University or other trade or professional qualifications.

Qualification	Completes/Being Undertaken	If Completes, Year Achieved

Employment History: (show last or present employer first)

Employer	Date From/To	Type of Work	Reason for Leaving

Details of Licences/Permits/Certificates – Photocopy of all Licences/Pemits/Certificates to be attached

Licence/Permit/Certificate Held	Date Valid To	Class

Signature: _____ Date: _____

Note: This document is valid for 12 months from the date of this notification. However all permanent positions are advertised and therefore you must apply in writing as per the Position Description and submit all necessary documentation.