



Enhanced Lifestyles Incorporated
 PO Box 294, Marden SA 5070
 69A Portrush Road, Payneham
 Phone: (08) 8363 4477 Fax: (08) 8363 4822

**Application for employment as a casual
 Personal Attendant**

CONFIDENTIAL

Last Name:		First Name:		Male / Female	
Street and Number:			Suburb:		Postcode:
Telephone:		Mobile:		Email Address:	
Date of Birth:	Driver's License No:		State:	Class:	Exp date:
Aust. Citizen: Yes/No If not, Australian Visa Status:			Passport No:		Exp date:
Next of Kin:		Relationship:		Contact no:	
Address:					

EMPLOYMENT HISTORY (List current job first)

Period Month & Year to Month & Year		Employer (Complete Name & Address)	Job Title & Supervisor	Reason for Leaving

REFEREES: Two persons who are former employers or supervisors (not relatives or personal friends)

Name:	Business Name:	Position:	Business Telephone No:	How long known:

OFFICE USE ONLY

Date application received: _____

Status: _____

	YES	NO	Applicable details if YES
Have you ever received Workers' Compensation?			
Have you ever suffered a back, neck, shoulder or arm injury?			
Have you had any injuries that you suspect may affect your ability to carry out the role of Personal Attendant?			
Have you ever been discharged from employment?			
Do you agree to undergo a Police Check prior to employment?			
Do you have any objection to enquiries of your past or present employers regarding your character or work skills?			
Are there days or times when you are not available for work?			
Are you available for overnight work? (Sleepovers)?			
Do you speak any other languages or have any other skills which you believe may be useful as a Personal Attendant?			
Do you have any objection to us seeking verification and additional information on any matter within this application?			
What are your interests/hobbies?			

AVAILABILITY: Please indicate below the times when you are available to work

Times	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM							
PM							
Overnight							

Any other comments re: your availability? _____

PRIVACY

(In accordance with National Privacy Principles 1.3 and 1.5)

The selection process used to assess your suitability as a Casual Personal Attendant requires you to complete a standard application form. Personal details such as your name, home address, telephone number, details of previous employment and contact details for nominated referees are required. We need this information for the following reasons:-

- Referees will be contacted and asked for a verbal reference
- We are able to contact you and advise you of your success or otherwise
- If you are successful your details are entered onto the computerised roster system for Casual Personal Attendants and the computerised pay system.

You are also required to undertake a Police Check. The form used for the Police Check is a standard Police Department form.

Only relevant staff members in the performance of their duties access the personal information that we collect. The information is held in confidence by us except where release of such information is required by law.

None of the information collected is used for any purpose other than the primary purpose outlined above. No information is disclosed to other organisations or persons outside Enhanced Lifestyles except with the written permission of the worker.

As a Casual Personal Attendant, you will have the right at anytime to access your own information file.

APPLICANT'S DECLARATION

Please read the following statements carefully; they constitute the conditions under which you may be employed:

I

certify that:

1. The information I have provided on this application is accurate to the best of my knowledge and is subject to validation.
2. I authorise any person who can verify and/or supply additional information to support my application to do so. This may include reference checks and referee reports.
3. I understand and agree that:
 - a) Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination of employment.
 - b) Police checks are required as part of the employment process.
4. I understand that all information concerning Enhanced Lifestyles Incorporated, its members, clients and employees is strictly confidential and any unauthorised disclosure of such information will be regarded as a breach of confidentiality and may result in termination of employment.

Applicants Signature: **Date:**