



'On the Sunshine Coast'

Sunshine



TOYOTA

APPLICATION FOR EMPLOYMENT

SUNSHINE TOYOTA IS AN EQUAL OPPORTUNITY EMPLOYER

- Please complete this application for employment as thoroughly as possible by answering all questions.
- Please print clearly.
- It is our policy that employment is based on individual merit. By completing this application for employment, you will ensure that we have sufficient information to effectively assess your application.

Position applied for:

PLEASE PRINT CLEARLY

PERSONAL DATA

Family Name: _____

Given Names: _____

Preferred Given Name: _____

Any Earlier Names (eg. maiden): _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Home Telephone No: _____ (Include Area Code)

Business Telephone No: _____ (Include Area Code)

Mobile Telephone No: _____

E-mail address: _____

Country of Residence:

(It is a requirement that all applicants for a permanent position in Australia hold permanent residency in Australia. Documentary evidence is required, eg a passport or birth certificate.)

EDUCATION AND TRAINING

	Date		Name of School/ Educational Institution	Level Achieved
	From	To		
Secondary				
Tertiary				
Other Education				

NB: Original documentary evidence of the information listed above may be requested at interview.

Additional information which you consider relevant (including other skills or qualifications, foreign languages, interests, etc):

EMPLOYMENT HISTORY

List all details of your employment. Begin with your current employer and then your last 3 employers.

EMPLOYER'S NAME & ADDRESS	PERIOD OF EMPLOYMENT (Month / Year)	POSITION HELD	REASON FOR LEAVING
	From: To:		
Manager's / Supervisor's Name:		Telephone:	
	From: To:		
Manager's / Supervisor's Name:		Telephone:	
	From: To:		
Manager's / Supervisor's Name:		Telephone:	
	From: To:		
Manager's / Supervisor's Name:		Telephone:	

Please attach additional information if required.

It is our Policy to contact previous employers for references.

May we contact any of the employers you have listed to obtain references?

YES NO

JOB REQUIREMENTS

If your application is successful, how soon after being notified could you commence work?

ADDITIONAL INFORMATION

Have you been convicted of any criminal offence in the past 10 years (or 5 years if treated as a minor), apart from any convictions which have been quashed or pardoned?

If yes, please specify the date and nature of the conviction

YES NO

Do you possess a licence to drive a motor vehicle, or any other vehicle?

YES NO

If yes, please specify the nature and expiry date of the license (s);

Are you prevented from holding a passport?

YES NO

In order to help us fulfill our obligations under occupational health and safety laws, please answer the following questions:

Do you have any disability, medical condition or work related injury which you consider may:

(a) interfere with your performance of this job ?

YES NO

(b) pose a risk to your health and safety, or the health and safety of your fellow employees, in the workplace?

YES NO

If yes, provide details:

WORK REFERENCES

Please list two persons whom we may contact for references, regarding your previous/current employment.

Name	Address	Business Phone No. (include STD Area Code)	Occupation

APPLICANT'S STATEMENT

1. I understand and agree that:

- (a) If any information given by me in this application is found to be false, or if I am found to have deliberately misrepresented or omitted any relevant information, Sunshine Toyota may refuse to employ me, or if I am already employed may terminate my employment immediately and without notice or payment in lieu of notice.
- (b) I am required to produce, before commencing duties, documentary evidence of my date of birth (ie birth certificate or other acceptable document).
- (c) An offer of employment is not deemed to be valid unless formally made in writing by an authorised Company Officer and signed by me as an indication of my acceptance of the offer and conditions set out therein.
- (d) My appointment will be subject to a probationary period to be confirmed in a formal offer of employment.

2. I agree that if my application for employment is accepted:

The terms and conditions of my employment will be regulated by the provisions of appointment which I sign.

Date: _____

Applicant's Signature_____