



MAREEBA
AGED CARE

Application for Employment

Application must include a current NDIS Workers Check Certificate, copy of a Resume, Statutory Declaration, Current Flu Vaccination, and Photo Identification

OFFICE USE ONLY:	INTERVIEW APPOINTMENT	DATE: _____	TIME: _____
No POSITION LETTER SENT:	_____	ORIENTATION DATE:	_____

PERSONAL INFORMATION

POSITION APPLIED FOR: _____

SURNAME: _____

GIVEN NAME _____ PREFERRED NAME _____

ADDRESS _____

POSTCODE _____

TELEPHONE: HOME _____ MOBILE _____

EMAIL : _____

HAVE YOU BEEN EMPLOYED AT MAREEBA IN THE PAST ? *If so please give dates and reason for leaving*

Have you applied for any positions here previously? YES NO

IF YES, PLEASE GIVE DETAILS _____

HOW DID YOU HEAR ABOUT THIS POSITION ? _____

NURSE REGISTRATION NUMBER: _____

Do you have a current NDIS Worker's check ? (Copy Attached) YES NO

Have you completed a Statutory Declaration *provided by Mareeba Aged Care to accompany your NDIS Worker's Check.* YES NO

Do you give Mareeba permission to contact your most recent employer? *Please give contact details.* YES NO

Have you ever been charged with a criminal offence in or out of Australia? *If so please give details.*

Can you provide proof of a current Influenza Vaccination? (Copy Attached) YES NO

NOTE: It is the responsibility of all employees to maintain a health status that allows them to competently and effectively carry out the duties of the position.

I fully understand that any false, misleading or incomplete information stated by me in this application may lead to instant dismissal if employed by Mareeba Aged Care.

APPLICANT'S SIGNATURE

DATE

WITNESS SIGNATURE

DATE

PLEASE COMPLETE IF THERE IS NOT RESUME ATTACHED

EDUCATION & PROFESSIONAL DETAILS

Details of Secondary education and Tertiary qualifications

Dates Studied	Institution	Course	Standard Attained

EMPLOYMENT HISTORY

From-To	Employer	Position	Reason for leaving

REFERENCES Please list 3 Professional References

Name	Company	Phone Number

CONFIDENTIAL PRE EMPLOYMENT HEALTH / FITNESS ASSESSMENT

The aim of this Pre-Employment Health / Fitness questionnaire is to ensure that applicants physical and other related abilities are matched to the medical and fitness standards for the particular duties of a job.

Pre-Employment Health / Fitness questionnaires are necessary to determine that:

- There is no risk of aggravating a pre existing condition
- The applicant is able to productively carry out the duties of the position safely
- The applicant should not, because of medical condition increase the risk to other workers, residents, volunteers, contractors and visitors.

CONFIDENTIALITY

The Pre-Employment Health / Fitness questionnaire is treated as a confidential document and access is limited to a 'need to know basis'. In the event of you being employed at Mareeba Aged Care, we will retain this form in a confidential file and reserve the right to refer to the information in the event of an accident, sickness, injury or claim for Workers Compensation. The information may also be used for other purposes, if so required by law.

IMPORTANT NOTICE

To assist Mareeba Aged Care in assessing your medical fitness for employment, you must answer the questions contained in this questionnaire truthfully and to the best of your knowledge.

Personal Details

Surname: _____ Given Names: _____

Date of Birth: _____ Female Male Country of Birth: _____

Address: _____ Phone No: _____

_____ Mobile No: _____

Have you had any of the following immunizations?	Last Given	Last blood test	Serology results
Hepatitis A <input type="checkbox"/> No <input type="checkbox"/> Yes			
Hepatitis B <input type="checkbox"/> No <input type="checkbox"/> Yes			
Rubella <input type="checkbox"/> No <input type="checkbox"/> Yes			
Measles <input type="checkbox"/> No <input type="checkbox"/> Yes			
Varicella Chicken Pox <input type="checkbox"/> No <input type="checkbox"/> Yes			
Tetanus / Diptheria <input type="checkbox"/> No <input type="checkbox"/> Yes			
Polio <input type="checkbox"/> No <input type="checkbox"/> Yes			
Whooping cough <input type="checkbox"/> No <input type="checkbox"/> Yes			
Tuberculosis (BCG) <input type="checkbox"/> No <input type="checkbox"/> Yes			
Flu Vax <input type="checkbox"/> No <input type="checkbox"/> Yes			
Pneumavax <input type="checkbox"/> No <input type="checkbox"/> Yes			
Other <input type="checkbox"/> No <input type="checkbox"/> Yes			

Do you have any know allergies?

Insects <input type="checkbox"/>	Chemicals <input type="checkbox"/>	Drugs <input type="checkbox"/>	Animals <input type="checkbox"/>	Other <input type="checkbox"/>
Please Specify: _____				

HEALTH AND FITNESS ASSESSMENT

Do you engage in regular exercise:	No	Yes	Details
Do you smoke tobacco regularly?	No	Yes	No per day
Have you ever been exposed to any of the following hazards?	No	Yes	If YES, provide details – including year and if issue is ongoing or resolved.
Noise			
Solvents			
Radiation			
Lead			
Fibres (eg Asbestos)			
Dust (eg Silica)			
Have you ever had a blood or body fluid incident			
Have you ever had or been told that you have any of the following			
Scoliosis			
Spina bifida occulta			
Have you ever had back, neck or any other pain that lasted for more than a few days			
Muscular sprain or strain			
Joint stiffness			
Pins and needles or loss of sensation in the arms / hands or legs / feet			
An internal metal rod, screw, pin or plate etc			
Arthroscopy, carpal tunnel syndrome or tennis elbow			
Injury to back / shoulder / neck / knee			
Overuse injury / RSI / Tendonitis			
Vertigo or balance problems			
Injury or disease to the eye			
High / low blood pressure			
Heart problems / Rheumatic fever / Palpations / irregular heart beat / chest pain			
Varicose Veins			
Pains in legs when walking / climbing stairs			
Shortness of breath or chest pain during exertion			
Bronchitis / emphysema			
Pneumonia / pleurisy			
Asthma / wheezing / hay fever			
Persistent cough			
Problems with your lungs			
Malaria / other tropical disease			
Recurrent sore throat			
Autoimmune disorders			
Liver / pancreas problems			
Stomach / duodenal ulcers / reflux			
Abdominal pain or hernia			
Chronic fatigue			
Sleep disturbance or sleep apnea			
Excessive daytime tiredness or difficulty with shift work			
Depression, schizophrenia or other diagnosed mental health condition			
Claustrophobia or difficulty in confined spaces			
Diabetes, thyroid or hormonal problems			
Problems with your ears, nose, throat or sinuses			
Deafness, ringing in the ears or other ear problems			
Any other significant health problems			

DECLARATION

I _____ (Full name)

of _____ (Address)

Hereby declare that:

- I have read and understood the conditions of this form.
- I understand that, if employed the information I provide will be retained on my employee file and that the employer reserves the right to access and use the information, in the event of an accident, injury, sickness or claim for workers' compensation or for any other reasonable purposes, if so required by law.
- I consent for Mareeba Aged Care and its medical representatives obtaining or exchanging further medical information from my treating doctors or other health practitioners, if required for the purposes of this assessment.
- My answers relating to my medical and employment history are true and complete to the best of my knowledge. Furthermore there is nothing else regarding my health, wellbeing or ability to carry out the potential role which Mareeba Aged Care or its medical advisors may need to know to assess for the position(s) I have applied.
- I am fully aware that if I fail to disclose any relevant matter relating to my health which renders me incapable of properly fulfilling the duties of the position, the employer may not employ me and if already employed by the employer, my employment may be summarily be terminated.
- I understand and agree that this report and related health information provided may be supplied to Mareeba Aged Care and its medical advisors.
- I consent to undertaking a Physio 'Fit for Work Check' if my application is successful at the expense of Mareeba Aged Care.

Full Name of Applicant

Signature of Applicant

Date

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name, address and occupation of person making the declaration*

I,¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

1 I declare that (please tick or cross the box that applies to you):

Since turning 16 years of age, I **have never** been a citizen or permanent resident of a country / countries other than Australia.

OR

Since turning 16 years of age, I **have** been a citizen or permanent resident of a country other than Australia

2 I declare that I have never been convicted of the following in a country other than Australia:

a) Murder or sexual assault; or

b) Any other form of assault where I was sentenced to imprisonment.

3 Where I have provided my own police check, I declare that since the date the police check was issued I have not been convicted of the following in Australia:

c) Murder or sexual assault; or

d) Any other form of assault where I was sentenced to imprisonment.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*
5 *Day*
6 *Month and year*

Declared at ⁴ on ⁵ of ⁶

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service;
or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution