



**Application for Employment**

Application must include a current Police Check or NDISWC Certificate,  
Copy of a Resume  
Medicare number including expiry date  
Photo Identification

<b>OFFICE USE ONLY:</b>	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 (IF APPLICABLE): \_\_\_\_\_

Do you have a current NDIS Worker's check/Police Certificate? (Copy Attached) 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.*

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

## 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

Completed applications and accompanying documentation can be returned by either:

- Email to [office@mareebaagedcare.com.au](mailto:office@mareebaagedcare.com.au)
- Post: Mareeba Aged Care 6 Rannoch Avenue Maclean, NSW 2463
- In person during office hours Monday to Friday 8:00am to 4:00pm or Saturday and Sunday 8:00am to 1:00pm
- Fax (02) 6645 2736

**Only fully completed Employment Applications with attached resume and requested documents will be accepted.**

# 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 preexisting 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 / Diphtheria <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			
<b>Have you ever had or been told that you have any of the following</b>			
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

