DUNNING'S
Your Local Fuel Distributor

EMPLOYMENT APPLICATION FORM

Thank you for your interest in joining our team. Please complete all sections of this form and return it along with your resume.

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1. PERSONAL DETAILS

- Full Name: _____
- Date of Birth: ____ / ____ / _____
- Phone Number: _____
- Email Address: _____
- Residential Address:

  Street: _____

  Town/Suburb: _____ Post Code: _____

2. POSITION APPLIED FOR

☐ Customer Service Assistant

☐ Cook / Kitchen Hand

☐ Other: _____

Preferred Site/Location: _____

3. LICENCES AND CERTIFICATIONS *(Please tick all that apply and attach copies)*

☐ Driver's Licence
☐ Food Handling Certificate
☐ Police Clearance
☐ First Aid Certificate
☐ Forklift / Other Tickets: _____

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4. AVAILABILITY

Please indicate the days and times you are available to work:

Day	Morning	Afternoon	Evening
Monday	☐	☐	☐
Tuesday	☐	☐	☐
Wednesday	☐	☐	☐
Thursday	☐	☐	☐
Friday	☐	☐	☐
Saturday	☐	☐	☐
Sunday	☐	☐	☐

Date you're available to start: _____

Do you have any planned holidays or commitments? ☐ No ☐ Yes

If yes, please provide details: _____

5. Work Rights

• Are you an Australian citizen or permanent resident? ☐ Yes ☐ No

• Are you legally allowed to work in Australia? ☐ Yes ☐ No

• If you are on a visa, please specify the type: _____

• Visa expiry date: ____ / ____ / _____

Please attach a copy of your current visa and passport for verification.

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6. EMPLOYMENT HISTORY

(Please list from most recent to oldest, or attach your resume)

Employer 1

- Employer Name: _____
- Position Held: _____
- Dates of Employment: _____ to _____
- Main Duties & Responsibilities:

  _____

  _____
- Reason for Leaving: _____
- Are you still employed with this employer? ☐ Yes ☐ No
- If yes, may we contact your current employer? ☐ Yes ☐ No
- Employment Reference Name: _____
- Position/Relationship to You: _____
- Phone: _____
- Email: _____

Employer 2

- Employer Name: _____
- Position Held: _____
- Dates of Employment: _____ to _____
- Main Duties & Responsibilities:

  _____

  _____
- Reason for Leaving: _____
- Are you still employed with this employer? ☐ Yes ☐ No
- If yes, may we contact your current employer? ☐ Yes ☐ No
- Employment Reference Name: _____
- Position/Relationship to You: _____
- Phone: _____
- Email: _____

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Employer 3

- Employer Name: _____
- Position Held: _____
- Dates of Employment: _____ to _____
- Main Duties & Responsibilities:

  _____

  _____
- Reason for Leaving: _____
- Are you still employed with this employer? ☐ Yes ☐ No
- If yes, may we contact your current employer? ☐ Yes ☐ No
- Employment Reference Name: _____
- Position/Relationship to You: _____
- Phone: _____
- Email: _____

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7. HEALTH AND SAFETY

Do you have any pre-existing injuries or medical conditions that may affect your ability to perform the role?

☐ No ☐ Yes – please provide details: _____

_____

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8. LEISURE INTERESTS

Please list your leisure interests, sports, hobbies, or other pastimes:

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9. CRIMINAL RECORD

Please list any criminal convictions. If none, please state:

10. SUPPORTING STATEMENT

Please detail your reasons for this application, your main achievements to date, and the strengths you would bring to this role. Specifically, outline how your knowledge, skills, and experience meet the requirements of the role (as outlined in the job advertisement).

11. GENERAL COMMENTS

Note: *In some roles, employment may be subject to a satisfactory National Police Check and/or Working with Children Check.*

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DECLARATION

1. I confirm that the above information is complete and correct. I understand that any untrue or misleading information may result in the withdrawal of an offer or termination of employment.
2. I understand that the employer may require a medical examination and, if needed, may contact my doctor with my permission. This information will be retained during employment and for up to six years afterwards.
3. If successful, I may be required to obtain a National Police Check and/or Working with Children Check. I understand failure to comply or unsatisfactory results may lead to withdrawal of the offer or termination.

Signed: _____ **Date:** ____ / ____ / _____

Please return your completed application via email to:

paulette@dunningsfuel.com.au

Privacy & Equal Opportunity

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, religion, sex, sexual orientation, gender identity, age, or disability.

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*Your personal information will be handled following the **Privacy Act 1988 (Cth)** and used only for recruitment and employment purposes. If required, we may collect health information relevant to your ability to safely perform the inherent requirements of the role.*