

APPLICATION FORM

Please attach your curriculum vitae to this form.

VACANCY APPLIED FOR:

PERSONAL DETAILS

Surname:						
First names:		Preferred name:				
Title: <i>(tick one)</i>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr	Other _____
Contact address:						
Work address: <i>(optional)</i>						
Email address: <i>(optional)</i>						
Tel. no. (home):		Tel. no. (work): <i>(optional)</i>				

EMPLOYMENT HISTORY (instructions)

Please include the following in your curriculum vitae:

- current employer, position and responsibilities;
- details of previous employers, dates of employment, positions held and reasons for leaving;
- relevant educational qualification details and years they were attained;
- copies of academic transcripts (for legal positions);
- relevant professional or business membership details;
- voluntary experience or other skills to support your application;
- names of referees (at least two, including your current employer).

NB: certified copies or originals of academic qualifications will be required before any offer of employment can be confirmed.

CRIMINAL CONVICTIONS

Sivananthan requires a high level of trust and confidence in all its employees. Have you ever been convicted of a criminal offence or are you waiting for the hearing of any charges relating to any such criminal conviction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(If yes, please specify)</i>		

OTHER INFORMATION

Please state the date you are available to start employment.	
Have you previously applied for or held a position with Sivananthan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(If yes, please specify)</i>	

PRIVACY ACT INFORMATION

If your application for this position is successful, the above information will form part of Sivananthan’s human resource records. You are entitled to access your records. Information relating to unsuccessful applicants will be destroyed by the firm as soon as your CV and application form are no longer required for the purposes of making an appointment. Statistical data will be retained by Sivananthan for reporting purposes only. Failure to provide the information requested on this form or in your CV could prejudice Sivananthan’s ability to assess your suitability for the position.

PERSONAL DECLARATION AND SIGNATURE

I declare that to the best of my knowledge all details in my application (including any attachment to this form) are true and correct. I understand that if I have provided false information, or omitted any material fact, I may not be considered for this position, or, if I am employed, that this may lead to my dismissal.

I understand that the information supplied by me will be used to help Sivananthan decide upon my application for employment. I consent to Sivananthan seeking verbal or written information about me on a confidential basis from the referees I have nominated in my curriculum vitae and I authorise the information requested to be released. I understand that the information will be supplied in confidence as evaluative material and will not be disclosed to me unless authorised by the referee.

Signature: _____

Date: _____

Thank you for taking the time to complete our application form. We appreciate your interest in Sivananthan.

Human Resources Department