



# CASUAL STAFF APPLICATION FORM – YOUTH SERVICES

## PART 1 TO BE COMPLETED BY APPLICANTS FOR CASUAL YOUTH WORK

Please note: A Resume or Statement of Skills should also be attached to this form.

### PERSONAL DETAILS (IN BLOCK LETTERS PLEASE)

MR, MRS, MISS, MS	FAMILY NAME	GIVEN NAMES	
ADDRESS			POSTCODE
POSITION APPLIED FOR: <b>Casual Youth Work</b>			TEL. NO.
DATE OF BIRTH			

### CURRENT/PREVIOUS POSITIONS HELD

EMPLOYER	PERIOD OF EMPLOYMENT	
	FROM	TO

### REFEREES:

NAME:	POSITION:
COMPANY:	TELEPHONE NUMBER:
NAME:	POSITION:
COMPANY:	TELEPHONE NUMBER:

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

## PART 2 – OFFICE USE ONLY

Interviewed by \_\_\_\_\_

Date \_\_\_\_\_

References Checked  Yes  No

Date \_\_\_\_\_

Recommended for Employment  Yes  No

Date \_\_\_\_\_

Reason for Recommendation \_\_\_\_\_

Start Date \_\_\_\_\_

Finish Date \_\_\_\_\_

Branch Manager's Authorisation  
\_\_\_\_\_ Date \_\_\_\_\_

Divisional Director's Authorisation  
\_\_\_\_\_ Date \_\_\_\_\_

Please forward to Human Resources Branch along with:

- Request for Recruitment Form
- Employee Record Form
- Tax Declaration
- Superannuation Form
- Next of Kin Form