



**BIA GROUP STANDARD FORMS**

# APPLICATION FOR EMPLOYMENT

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Position Title: .....

**PERSONAL DETAILS**

Surname: .....

Given Names: .....

Residential Address: .....

Postal Address: .....

Date of Birth: .....

Telephone No: ..... Mobile No: .....

Email Address: .....

Do you hold a current Driver's Licence? YES/NO

Driver's Licence No: ..... Class: ..... State: .....

**ELIGIBILITY TO WORK**

Are you a permanent resident or citizen of Australia Yes/No

If no are you legally permitted to work in Australia Yes/No

If yes to the above question please indicate visa type \_\_\_\_\_



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**EDUCATION and QUALIFICATIONS**

A) SECONDARY:

School ..... Standard Attained ..... Year .....

B) APPRENTICESHIP:

Name of Company ..... Trade ..... Date Completed .....

C) TERTIARY (Certificate, Diploma, Degree):

Institution ..... Qualification ..... Year .....

**TRAINING**

List training courses/seminars completed:

Course/Seminar Name	Year Completed
.....	.....
.....	.....
.....	.....
.....	.....

**EMPLOYMENT HISTORY (Detail present or last position held first)**

Previous Employer	Dates From/To
.....	.....
Position Held	.....
Reason for Leaving	.....

Previous Employer	Dates From/To
.....	.....
Position Held	.....
Reason for Leaving	.....



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Have you ever been required to supervise other employees? YES/NO

Please give details: .....

Have you been previously employed by Broome International Airport? YES/NO

If so, specify when ..... and Dept .....

**REFERENCES**

Are copies of written references attached to this application? YES/NO

Nominate 3 referees, 2 of which should be previous employers in the past 5 years.

NAME	TITLE	TELEPHONE NO.
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....

**ADDITIONAL INFORMATION**

**Health**

To the best of your knowledge do you have a medical condition, disability or injury which may preclude you from undertaking the duties of the position you are applying for? Yes   
No

.....  
.....

Applicants who have a health condition, disability or injury are invited to discuss its relevance or otherwise with the interviewer. It is not a barrier to consideration of an application for employment. However, if it is likely to affect your work performance or could recur or be aggravated by the type of work for which you are applying you must disclose this information.



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**Workers' Compensation Claims**

Do you have a current or previous Workers Compensation Claim?

A Workers' Compensation Claim is not a barrier to the consideration of an application for employment. However, any disability or injury likely to affect your work performance or which could recur or be aggravated by the type of work for which you are applying must be disclosed. If yes, please give details

Yes

No

.....  
.....

**Convictions**

A criminal record does not necessarily disqualify an applicant. However, it is necessary for you to advise whether you have ever been convicted of any offence in any court; or are currently the subject of any charge pending before any court? If yes, please give details

Yes

No

.....  
.....

If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before the final decision is made.

**NOTE:** THE RECOMMENDED APPLICANT WILL BE REQUIRED TO UNDERGO A POLICE CHECK AS A CONDITION OF EMPLOYMENT – AN AVIATION SECURITY IDENTIFICATION CARD IS REQUIRED FOR EMPLOYMENT.

In signing this Application for Employment I authorize investigation of all statements contained in this document and I understand that misrepresentation of facts is sufficient for dismissal, if employed. I also give my permission for a representative of the company to contact the above named referees.

I also agree to comply with the safety policies of the firm, including the wearing of safety boots, protective glasses and hearing protection as instructed, and with the disciplinary action procedure of the company.



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**IMPORTANT NOTICE**

Section 79 of the Workers Compensation and Assistance Act 1981 gives the Workers' Compensation Board discretion to refuse to award compensation which would otherwise be payable, where it is proved that the worker had, at the time of seeking or entering employment, willfully and falsely represented himself as not having previously suffered from the disability, the subject of the claim for compensation.

Applicant Signature: ..... Date: .....

**TO LODGE APPLICATIONS:**

**ENQUIRIES:** Rachel Mundell – PA & HR Officer - Ph: 9194 0600  
**EMAIL:** jobs@broomeair.com.au  
**FAX:** 9194 0610  
**MAIL:** Locked Bag 4016, Broome WA 6725  
**HAND DELIVER:** Administration Office at the Broome International Airport – Macpherson St