

# CDNI Care Pty Ltd

## Pre Employment Collection Form

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<b>Application for employment as:</b>			
<b>Preferred nature of employment:</b> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/>			
<b>Preferred title:</b>	<b>Mr/ Mrs/ Miss/ Ms/ Other:</b>		
<b>Surname</b>		<b>First name</b>	
<b>Residential Address</b>			
<b>State</b>		<b>Postcode</b>	
<b>E-mail address:</b>			
<b>Work Ph:</b>			
<b>Home Ph:</b>			
<b>Mobile Ph:</b>			
<b>If a non-resident, do you hold a current Australian work permit?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Do you have a current drivers licence?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Licence Number</b>			
<b>When could you commence employment? Enter date:</b>			
<b>Do you identify as:</b>			
<input type="checkbox"/> <b>Aboriginal / Torres Strait Islander</b>			
<input type="checkbox"/> <b>Australian South Sea Islander</b>			
<input type="checkbox"/> <b>Pacific Islander</b>			
<input type="checkbox"/> <b>Other, please specify</b>			
_____			
<b>In the past 10 years, have you been convicted by a court of any criminal offence or are you currently the subject of a charge pending before any court which could impact on your employment with this organisation?</b>			
Yes <input type="checkbox"/>			
No <input type="checkbox"/>			
If yes, please give details. You do not need to give details of any conviction that has been declared spent pursuant to relevant spent convictions legislation.			
_____			
_____			
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*A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for with the interviewing panel.*

**Do you know of any medical reason why, if appointed, you would be unable to carry out the full requirements of the position?**

**Yes**

**No**

If yes, please give details:

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What reasonable actions could the organisation take to assist you perform the job?

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*Note: A medical condition or impairment is not a barrier to your employment with this organisation. The information ensures you are placed in an appropriate job or provided appropriate duties. If the above information is found to be false we reserve the right to take disciplinary action including possible termination.*

In accordance with the state and Commonwealth legislation all staff and volunteers of this organisation will undertake Criminal History Screening.

I declare that to the best of my knowledge the information given in this application cover sheet, my written application/resume and any accompanying documents is true and correct. I understand that any false or misleading information (including in relation to medical capacity to carry out the full requirements of the position) may render my contract of employment, if I am appointed, liable to termination or give rise to some other disciplinary action.

I consent to and understand that my employment is conditional upon:

- reference checks being conducted to support this application;
- undertaking a pre-employment medical examination, if required, with a medical practitioner designated by the organisation and at its expense;
- psychological or aptitude testing, if required, prior to or following appointment.

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Signature

Date:

## **1. Pre-Employment Collection Statement**

This organisation respects your privacy. This statement explains how we collect, use and disclose information during the pre-employment recruitment and selection process.

### **(a) What is personal information?**

Personal information is any information or an opinion (whether true or not) about you. It may range from the sensitive (eg medical history or condition) to the everyday (eg address and telephone number). It includes the opinions of others about your work performance (whether true or not), your work experience and qualifications, test results and other information obtained by us in connection with your possible employment. Personal information includes sensitive information which can, in most cases, only be disclosed with your consent.

### **(b) Who will be collecting your personal information?**

This organisation or a nominated contractor involved in the recruitment process will collect your personal information for the organisation's own use in connection with your potential employment.

### **(c) How your information will be collected**

Personal information will be collected about you when we receive:

- Your resume, completed application cover sheet or application form and any other information in connection with your application
- Information in the course of an interview
- References or results of enquiries that we might make of your former employers, work colleagues, professional associations or registration bodies
- Results of competency tests or medical examination
- Information you disclose about any workplace injury or accident, insurance investigation, litigation, disciplinary matter, criminal matter, inquest or inquiry in which you are involved
- Any additional documentation you provide about yourself.

### **(d) How will your information be used?**

Your personal and sensitive information may be used in connection with:

- Your possible or actual employment
- Any test or assessment that you might be required to undergo
- Any matter considered necessary during the pre-employment stage or any ongoing purposes of the employment relationship.

### **(e) Who may your personal and sensitive information be disclosed to?**

- This organisation and its related entities as a potential and actual employer
- Referees
- Our insurers or a workers compensation body
- A professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information including the NDIS Commission
- Our contractors and suppliers who may be involved in the recruitment and selection process
- Any person or organisation with a lawful entitlement to obtain the information.

### **(f) What happens if you do not give us the information we seek?**

If you do not give us the information we may be limited in our ability to consider you for suitable employment.

### **(g) How can you gain access to your information to correct it if it is wrong?**

With limited exceptions, you have a right to see and have a copy of personal and sensitive information about you that we hold. If you are able to establish that it is not accurate, complete and up-to-date you may ask us to place with the information a statement by you to that effect.

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**(h) Consent**

I have read and understood each of the statements in this Collection Statement and voluntarily consent to Personal and Sensitive Information about me being collected, used and disclosed by the organisation as indicated above.

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*Name*

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*Signature*

**Date:**