



APPLICATION FOR INCLUSION in SIMPLY HELPING'S EMPLOYEE DATABASE

FULL NAME: _____

ADDRESS: _____

TELEPHONE: Landline () _____ Mobile: _____

E-Mail: _____@_____

Australian Business/Company Number (if applicable) _____

POSITION (s) SOUGHT: (tick options)

Personal / Respite Carer

Home Help / Cleaner

Home Maintenance / Gardener

Baby sitter / Nanny

QUALIFICATIONS: (specify and attach a copy)

WEEKLY HOURS REQUIRED: (tick one **only**)

5 or less 6 – 10 11 - 15 16 – 20 21 or more

Overnights Weekends

NOTE: Please carefully consider your answer to the above question. We will try to accommodate the hours you have selected. However, dependant upon your location, there is no guarantee that they will always be fulfilled.

Attach a copy of your **RESUME** or supply the following information.

A **BRIEF SUMMARY** of your **WORK HISTORY** pertaining to the **POSITION(s)** sought above:

RATE YOUR LEVEL: (1 – 10. 1 being a low level, 10 the highest level)

People and Communication Skills:

Attention to detail to meet company and client requirements:

Ability of maintaining a high degree of confidentiality between the company, its staff, the client and yourself:

Ability to prioritise the needs of our clients:

Desire to effectively and efficiently work with minimal supervision and as a team member:

Willingness to participate in our Professional Development Programmes in your chosen area of expertise:

NAMES and CONTACT DETAILS of Three CURRENT REFEREES:

DRIVER'S LICENCE NUMBER: _____ **STATE of ISSUE:** _____

DATE of EXPIRY: ____ / ____ / ____

MAKE and MODEL of the RELIABLE MOTOR VEHICLE you drive:

Ensure that your **CURRENT POLICE CHECK** (and **Working with Children Certificate**, if applicable) is copied and attached.

Do you have access to a **computer system**? Yes No

Are all questions answered? Yes No

Have you included all documents that are required? Yes No

Signature: _____

Date: ____ / ____ / ____

Please e-mail, facsimile or post this form and a copy of all documents to the Manager of the Region in which you are interested.

Most questions are answered within the web site. However, if you have one that we haven't thought of, e-mail Simply Helping's Head Office.