



HR USE

AMAZE EMPLOYMENT APPLICATION FORM

APPLICANT NAME							
PREFERRED NAME						Date (Submitted)	
POSITION APPLIED FOR ACTIVES/EEC						Centre	
QUALIFICATION ORIGINAL ONLY Provided? YES/NO	Name of qualification: Date obtained (d/m/year):						
CURRENT STUDY: Evidence provided? YES/NO <small>Current transcript will be required</small>	Name of qualification: Institution: Units remaining:						
SALARY EXPECTATION Award Rate Level	Hourly Rate \$		Award level				
SHIFT AVAILABILITY FOR ROSTER	Days/Hours: M T W TH FR		ALL 6.00am to 6.30pm? YES/NO If NO - _____				
ADDITIONAL WORK (if employed)	Would you consider additional work at another Amaze service? YES/NO						
CURRENT NOTICE PERIOD							
PROPOSED START DATE	(if successful):						
DATES NOT AVAILABLE	Holiday/study commitments already in place?						
RESIDENTIAL ADDRESS	Street		Suburb			Post code	
EMAIL ADDRESS (please print) <small>Will be used for contract if successful</small>							
MOBILE NUMBER	04		Date of Birth <small>For verification purposes only dd/mm/yyyy</small>				
AUSTRALIAN RESIDENT FOR TAXATION PURPOSES?	YES/NO (if no- your visa and passport will be required. If successful you will be required to provide a Tax File No.)					VISA/Passport required YES/NO COPY? Y/N <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
IDENTIFICATION COPY OF ORIGINAL WILL BE REQUIRED AT INTERVIEW AND THE ORIGINALS TO BE PROVIDED FOR EVIDENCE	Example with photo: DRIVERS LICENCE Marriage Certificate (if required as ID for qualification) BLUE CARD: No. _____ Exp _____ FIRST AID CERTIFICATION (3 years valid) Issue Date _____ CPR CERTIFICATION (1 year valid) Issue Date _____						
HUMAN RESOURCES TO COMPLETE ON OUTCOME: Successful- Offer date: Accept? YES/NO Unsuccessful							
ITEM RECEIVED?	Photo ID.	Qual	WWW Check	Blue Card	FIRST AID	INTVW 1/2	REF CHECKS
PROCESSED			EXP	Date	CPR		1 2
INFO	START DATE		PAY RATE: \$ PAY LEVEL:		UNIFORM SIZE	EH CONTRACT ISSUED	KEYPAY SET UP
POSITION DESCRIPTION SIGNED? YES/NO			INDUCTION PACK ISSUED TO SERVICE? YES/NO Letter/Blue Card linking form/Code of conduct/Induction Checklist/Uniform sheet/Probation review				
Notes							

EMERGENCY CONTACT Supporting WPHS Employer duty of care	Name:		Contact number:		
	Relationship:				
HEALTH STATUS Important Note: Disclosure of a medical condition or restriction does not necessarily exclude an applicant from employment. Amaze will always seek medical advice or support where required to ensure the safety of everyone and comply with Health and Employment guidelines	1. Do you have any previous or current medical condition or restriction, physical or otherwise, which may affect your ability to perform the requirements of the position as outlined in the position description? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, please provide details: 2. Have you ever had a Workcover claim or similar? YES <input type="checkbox"/> NO <input type="checkbox"/> 3. Are there any prescribed medications or actions required that you need to notify us of in a medical event/emergency? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, please provide details:				
CRIMINAL CONVICTIONS	Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any courts? This includes traffic infringements. YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, please provide details:				
DRIVING EXPERIENCE For candidates for OSHC Actives positions who are required to drive company vehicles	Do you hold a valid Open license in QLD? YES <input type="checkbox"/> NO <input type="checkbox"/> Have you had any vehicle accidents in the past 2 years? YES <input type="checkbox"/> NO <input type="checkbox"/> Have you made an insurance claim on a vehicle in the past 2 years? YES <input type="checkbox"/> NO <input type="checkbox"/>				
PREFERRED CHILD AGE GROUPS TO WORK WITH? (circle)	Actives (OSHC)	5-7	7-9	9-10	11-12
	Early Education Centre	Babies months 0-18	1-2	2-3	3-4/5
EMPLOYMENT HISTORY					
Dates of employment (Most recent employment)	Position	Employer Name, Suburb and State/Country	Positions key duties		
		Company:	Key duties: <ul style="list-style-type: none"> 		
Reason for Leaving					
2 nd last		Company:	Key duties: <ul style="list-style-type: none"> 		
Reason for Leaving					
3 rd last		Company:	Key duties: <ul style="list-style-type: none"> 		
Reason for Leaving					

SKILLS AND EXPERIENCE Overview			
Industry memberships or affiliations?			
SKILLS TYPE	(circle applicable)	LENGTH OF USE (years/months)	LEVEL: BEG/ MODERATE/ADV
LANGUAGES			
COMPUTER LITERACY	YES/NO		
CHILDCARE EXPERIENCE	YES/NO If yes which?	Long Day Care: OSHC (Actives):	
OBSERVATIONS EXPERIENCE	YES/NO		
PROGRAMMING EXPERIENCE	YES/ NO		
OBSERVATIONS SOFTWARE?	Eg KINDY HUB		
INCIDENT REPORT FORMS?	YES/NO		
EXPERIENCE ADMINISTERING FIRST AID?	YES/NO		
COMPUTER APPLICATIONS	TABLET /IPAD Email		
CHEMICAL HANDLING	YES/NO		
FOOD HANDLING SKILLS - in a paid setting?	YES/NO		
RISKY PLAY KNOWLEDGE?	YES/NO		
BUSH KINDY KNOWLEDGE?	YES/NO		
STAFF MANAGEMENT EXPERIENCE	YES/ NO		
Understanding of Mandatory Reporting in the Child Protection Act?	YES/ NO		
QIKKIDS/CRM exp			

Reference check information

To support your application progressing further, the following referees can be contacted.

Confirmation of the referee's employment position and place of employment will be established. It is recommended to include a Manager/Supervisor that you have reported to.

Do these referees know that they represent you as a referee? YES/NO

1	Full name: Relationship: Company: Position:	Phone Email:	
2.	Full name: Relationship: Company: Position:	Phone Email:	
3.	Full name: Relationship: Company: Position:	Phone Email:	

Current employment status

Are you currently employed in our industry? YES/NO If yes where _____
Are you attending interviews for similar positions? YES/NO
Have you been offered employment elsewhere? YES/NO
What is the key reason you have selected Amaze to apply for? _____

Thank you for your application and participation in our recruitment process.

Declaration by the Applicant

I have attended the premises of Amaze Education Group for an interview. YES ☐ NO ☐ (tick relevant)

I have submitted this Application form as part of the recruitment process for possible employment with the Amaze Education Group.

I understand that this process is to seek the candidate with the most relevant skills, knowledge and experience required for the roles current requirements to become part of the Amaze team.

I understand that if unsuccessful Amaze Early Education will retain my application details for a period of 3 months should another suitable position become available. Applications held for more than 3 months will be determined to be archived for destruction.

If I accept an offer of employment, I understand that to secure this employment I will be required to sign an Employment Contract that entails a confidentiality agreement through our online onboarding platform Employment Hero. I will be provided with a Position Description that outlines the requirements and responsibilities of the role. I am to complete all onboarding of the required information and read all policies prior to commencing my first shift. If successful for a position with Amaze I understand that there is a Code of Conduct and Industry guidelines to follow. A six-month probationary period will apply in which I will proactively participate in Induction Training, gain knowledge of Company Policies and Procedures as well as undertake Probationary Reviews. An extension to a probationary period may be administered to account for any leave undertaken during the initial 6-month period of employment. I understand that either party may terminate employment during the Probationary Period as per guidelines provided by Fair Work Australia. Any time off may be added to my probationary period.

If successful in gaining a position with Amaze, I will be provided with a uniform as per our Dress Code Policy. Amaze has guidelines of Dress Code to ensure child, client and team member recognition for safety, security and belonging as well as Brand identification in uniform of representation and pride with the Amaze Brand.

To support Amaze cultural values of community support including Centre open days on a weekend day, I would be able to donate a minimum of 6 hours per year.

To support my ongoing professional development in our industry, I may be invited to attend industry training that will be undertaken in my own time at a time and venue outlined with notice. This is viewed that you can take the knowledge achieved in this Amaze funded training with you should you leave us.

I have been honest and have provided accurate, current information for the consideration for employment with Amaze. I understand that a World Wide Web check will be conducted as well as appropriate reference checks with referee's I have provided. Validation of my qualifications and work experience may be sought. Misrepresentation of facts in this application could support termination if employed. Any changes of criminal convictions status need to be advised to Amaze Management and Blue Card services. There may be consequences towards ongoing employment as per guidelines of Blue Card services.

All candidate details will be regarded as Private and Confidential and treated within the guidelines of the Privacy Act.

Amaze invites each applicant to make a copy of this application for their own records. (Digital copy is recommended by device).

Candidates signature: _____ Date signed: _____
