

Privacy Collection Statement

In order to enable us to deal with your application of employment we need to collect the personal information about you set out on this information pack. We will only use and disclose personal information about you in accordance with the terms of the relevant privacy legislation.

Burra Foods needs this information in order to meet its reporting and record keeping needs under various legislative requirements including taxation, immigration and equal opportunity and for superannuation.

We may also use some information to assist you in all activities associated with your employment such as career planning, training and when we need to contact either you or your emergency contact.

We may disclose some information we hold about you to third parties such as the administrator of our superannuation funds for the purpose of administering the superannuation fund, the provider of our IT infrastructure and payroll services, for the purpose of maintaining our database and for generating your salary, and government agencies such as the Australian Taxation Office and the Equal Opportunity Commission.

Subject to some legal restrictions you are able to access information that we hold about you on request, for example to ensure that the information is accurate, complete or up to date.

Burra Food's Privacy Policy is available from your supervisor, or on the iBurra site.

Position Details

Position: _____ Date: _____

Full Time

Part Time

Casual

Seasonal

Shift Preferred: _____ Date available to start: _____

Personal

First Name: _____ Other Names: _____

Surname: _____ Preferred Name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

Emergency Contact (<i>in case of accident or illness</i>): Name:.....	A.H. Phone:..... B.H. Phone:.....	Relationship:
Are you an Australian Citizen? YES / NO	If not, do you have a work permit? YES / NO	
Have you ever been employed by Burra Foods YES / NO	If yes, where and when?	

Education and Training

Schooling:

Last School Attended:	Location of School:	Level Reached:	Year Left School:
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Technical / Trade Training (including Apprenticeships)

Trade Course:	Training Institution:	Location of Institution:	Year from: to:
Trade Course:	Training Institution:	Location of Institution:	Year from: to:
List Trade Certificates / Tickets: (Copies of all certificates to be provided at interview)			

Other Academic Studies (degrees, diplomas, post-graduate courses etc)

Institution/University/College:	Location of Institution:	Course Name:
Qualification:	Majors:	Year from: to:
Institution/University/College:	Location of Institution:	Course Name:
Qualification:	Majors:	Year from: to:

Training courses Attended with Previous Employers:

Course Title / Description	Organisation	Duration	Year

Additional Business or Trade Skills – List any additional skills which may be relevant:

Academic / Professional Activities & Achievements:

General

Looking at the job description and the physical requirements of the position for which you are applying, does your health or physique limit you in respect of performing any of the duties of this position?	YES NO	If yes, give details:
<i>If you fail to disclose relevant pre-existing injuries or diseases, which could reasonably be foreseen to be affected by the nature of the proposed employment, you may not be entitled to receive WorkCover benefits.</i>		

Skills

Please list additional skills or activities, including languages, which may be relevant to the position for which you are applying:		
Have you done any first aid training?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hobbies:
Do you have a current drivers licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you licenced to drive a truck?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Languages:
Do you have a forklift licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Prior Employment History

Please list your job history for the last three employers. Start with your present/last job.

Company Name:	Position and Duties/Type of Work
City/Country:	
Date from/to:	
Rate of Pay and Benefits:	
	Reason for Leaving:
Company Name:	Position and Duties/Type of Work
City/Country:	
Date from/to:	
Rate of Pay and Benefits:	
	Reason for Leaving:
Company Name:	Position and Duties/Type of Work
City/Country:	
Date from/to:	
Rate of Pay and Benefits:	
	Reason for Leaving:

Referees

Name	Company	Referee's Position	Relationship to Referee	Telephone Contact

Why would you like to work for Burra Foods?

If you would like to leave a resumé, please hand it in with this form. Mail or fax your completed form and resume to:

BURRA FOODS PTY LTD
P.O BOX 379
KORUMBURRA VIC 3950
Tel: (03) 5658 0000
Fax: (03) 5658 1049
www.burrafoods.com.au

Statement and Conditions

1. I certify that to the best of my knowledge the above information is true and correct and I further understand that any falsification of this information may result in my immediate dismissal.
2. The following conditions may be required at some point during your employment: overtime, shift work, rotating work schedules or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment.
3. I agree to a medical examination in respect of those aspects of my health and physique, which are relevant to the performance of the duties of the position for which I have applied.

Applicant's Signature: _____ Date: _____