

PRIVACY STATEMENT

Obligations

Penfold Buscombe Australia Pty Ltd is committed to protecting your privacy, in compliance with The Privacy Amendment (Private Sector) Act 2000 and the National Privacy Principles. This privacy policy explains the steps we take to ensure information about you is kept secret and confidential, and is only used for the purposes as set out forth herein. Please read this Privacy Policy carefully to understand how your personal information is treated.

The information we collect:

We will only collect personal information such as you name, address, postcode, telephone number, education and work history. The information is collected on this form or in the form of a CV/Resume. Should you request it, we will always provide you with a copy off all personal information we have about you.

Purpose for which we use the information

We collect information about you as part of our recruitment process, which is relevant to the position applied for and may be only disclosed to other parties within the organization in reference to you application. The information is also collected to enable us to do reference checks and to contact you. We will use our best endeavors to ensure that the information submitted to us remain private and only used for the purpose outlined above.

Data Protection

We will also take reasonable steps to make sure the personal information collected, is accurate, complete and up to date. We will also take steps to protect the personal information we hold from misuse or loss, and once the recruitment process is finalised your personal information shall be destroyed, unless you have been successful in your application.

Please Note:

Should you be unsuccessful for the position applied for, we will keep your application on file and review it should other suitable positions become available if you write back to us and request that we do so. Otherwise we will destroy your file in order to comply with the privacy legislation protecting individuals' personal information.

Application for employment



Department: _____ Date: _____

POSITION APPLIED FOR: _____

REPORTING TO: _____

PERSONAL DETAILS

Surname: _____

Given name: _____

Address: _____

Telephone Number (h): _____

Telephone Number (m): _____

Telephone Number (w): _____

E-mail address: _____

Drivers License details (if applicable): _____

Are you a State volunteer emergency worker? _____

EDUCATION AND QUALIFICATION DETAILS

Please list details of schools, colleges, universities attended and qualifications

Date of Attendance	Institution Attended	Qualification(s) Achieved

PREVIOUS EMPLOYMENT HISTORY

Please list details of last three positions

Date of Employment	Name of Employer	Position title

Do you speak, read or write in any language(s) other than English? YES / NO

If so, which ones? _____

Medical Information

Do you have any health problems or a medical condition which may affect your ability to perform the requirements of the position If so, please provide the details:

Would you agree to undergo a medical examination to assess your suitability to be able to carry out the requirements of the position? (Please circle)

YES / NO

Would you be willing to undertake Country or interstate travel as required?

YES / NO

Is there any other information which you would like to include in support of your application for employment?

REFEREE LIST

Please list below three referees whom we can contact regarding your suitability for the position:

Name of Referee and Position Held	Contact Telephone Number

If we offer you the position, when are you available to start work?

APPLICANTS DECLARATION:

The details supplied by me in this application are true and correct:

Signed _____

Date _____

Penfold Buscombe is an Equal Employment Opportunity Company

OFFICE USE ONLY

Interviewers Comments:

Starting Date: _____ **Salary:** _____

Interviewer Signature: _____