

application form

Please attach your curriculum vitae to this form.



Irish Bentley
LAWYERS

PERSONAL DETAILS

SURNAME:

FIRST NAMES:

PREFERRED
NAME:

TITLE: *(tick one)*

Mr

Mrs

Miss

Ms

Dr

Other

CONTACT ADDRESS:

WORK ADDRESS:
(optional)

EMAIL ADDRESS:
(optional)

TEL. NO. (HOME):

TEL. NO. (WORK):
(optional)

EMPLOYMENT HISTORY

In applying for this role with Irish Bentley Lawyers do you anticipate a potential conflict of interest?

Yes

No

(If yes, please explain)

Please include the following in your curriculum vitae:

- current employer, position and responsibilities;
- details of previous employers, dates of employment, positions held and reasons for leaving;
- relevant educational qualification details and years they were attained;
- copies of academic transcripts (for legal positions);
- relevant professional or business membership details;
- voluntary experience or other skills to support your application;
- names of referees (at least two, including a previous or current employer).

CITIZENSHIP

Are you an Australian citizen? If **no** please complete section below

Yes

No

Are you legally entitled to work in Australia?

Yes

No

(If yes, please give details below. If no, please complete the restrictions section below)

Residency status:
(Date confirmed)

Work permit:
(expiry date)

Please include a copy of your passport details if you are not an Australian citizen.

Are there any restrictions on your ability to work in Australia?

Yes No

(If yes, please specify)

HEALTH

In the last 12 months have you:

Been away from work for more than five days as a result of an accident?

Yes No

Been away from work for more than five days as a result of sickness?

Yes No

Had any gradual process disease such as OOS (occupational overuse syndrome), or are you undergoing any medical treatment that could affect your ability to do this job?

Yes No

Have you, at any time, been diagnosed with, or treated for, any medical condition (including any stress related illness) or any injury that would affect your ability to perform the full range of tasks required of the position, or which may require us to take particular steps to safeguard your health at work?

Yes No

(If you have answered yes to any question, please give details below)

Do you require any special services or facilities to carry out the duties relating to this position?

Yes No

(If yes, please specify)

CRIMINAL CONVICTIONS

Irish Bentley Lawyers requires a high level of trust and confidence in all its employees. Have you ever been convicted of a criminal offence or are you waiting for the hearing of any charges relating to any such criminal conviction?

Yes No

(If yes, please specify)

OTHER INFORMATION

Please state the date you are available to start employment.

Have you previously applied for or held a position with Irish Bentley Lawyers?

Yes No

(If yes, please specify)

PRIVACY ACT INFORMATION

If your application for this position is successful, the above information will form part of Irish Bentley Lawyers's human resource records. You are entitled to access your records. Information relating to unsuccessful applicants will be destroyed by the firm as soon as your CV and application form are no longer required for the purposes of making an appointment. Statistical data will be retained by Irish Bentley Lawyers for reporting purposes only. Failure to provide the information requested on this form or in your CV could prejudice Irish Bentley Lawyers's ability to assess your suitability for the position.

PERSONAL DECLARATION AND SIGNATURE

I declare that to the best of my knowledge all details in my application (including any attachment to this form) are true and correct. I understand that if I have provided false information, or omitted any material fact, I may not be considered for this position, or, if I am employed, that this may lead to my dismissal. I also understand that if I have provided false information in the medical portion of this form that this may result in my possible dismissal from employment.

I understand that the information supplied by me will be used to help Irish Bentley Lawyers decide upon my application for employment. I consent to Irish Bentley Lawyers seeking verbal or written information about me on a confidential basis from the referees I have nominated in my curriculum vitae and I authorise the information requested to be released. I understand that the information will be supplied in confidence as evaluative material and will not be disclosed to me unless authorised by the referee.

Signature: _____

Date: _____

OUR OFFICE

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Australia

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Thank you for taking the time to complete our application form. We appreciate your interest in Irish Bentley Lawyers.

Human Resources