

Relevant Skills:

SECRETARIAL: Typing Speed: _____ Shorthand Speed: _____

DRIVING LICENCE: Class: _____

OTHER: _____

Employment Record:

COMPANY	PHONE	DATES		POSITION	SALARY	REASON FOR LEAVING
		FROM	TO			
Current Employer						
Last Employer						

When could you commence duties with Phoenix Toner? _____

How did you hear about the position: _____

Have you ever been convicted of a criminal offence? If yes give details- _____

Health Record:

Are you in good health at present? _____

Have you ever suffered a workplace related injury or illness? If yes give details- _____

Do you suffer from any disability? _____

Details: _____

Additional Information Relevant to this Application

CONFIDENTIAL INFORMATION AND EMPLOYMENT AGREEMENT

(To be signed by all applicants and to become effective only in the event of employment by PHOENIX TONER)

I will not disclose to any unauthorised person, either during my employment or after it's termination, for any reason, any information about the interests or business of PHOENIX TONER, or any of its subsidiary or associated companies, and that on termination of my employment, for any reason, I will deliver to the company (without keeping any copies) any files, documents and other papers relating to the said interests or business.

I confirm I am willing to sign a confidentiality and employment agreement with PHOENIX TONER.

I agree that if the PHOENIX TONER Organisation offers me an appointment, I will give permission to check the references abide by the rules and regulations of the Company and I will undergo a medical examination if requested to do so.

Signature: _____ Date: ____ / ____ / ____

Office Use Only

1st Interview

2nd Interview

Telephone Reference Check:

<i>COMPANY</i>	<i>CONTACT</i>	<i>POSITION</i>	<i>REMARKS</i>

EMPLOYMENT **APPROVED** **REJECTED**

Reasons: _____

Salary: \$ _____

Commencing Date: ____ / ____ / ____

Duties & Other Conditions: _____

Signature: _____ Date: ____ / ____ / ____