



## APPLICATION FOR EMPLOYMENT (IN CONFIDENCE)

*Please read this information before completing the application*

1. By completing and submitting this application, you are applying for a position with MSP Photography (Central Queensland). All applications received are treated as strictly private and confidential, and will only be viewed by the interview panel. We will not contact anyone about your application until we have spoken directly to you.
2. Please complete the application in your own handwriting.
3. Due to the unique nature of our industry, and to assist us to be employee-friendly in providing our staff with a work/life balance, we ask for certain information to help us improve our standard as employers. The more information you provide us in the 'Personal Details' section, the better we can get a feel for your lifestyle and what we can do to accommodate staff in all situations and from all backgrounds. We have highlighted certain questions in green.  
*If you feel uncomfortable answering any green question, please leave it blank. You will not be penalised for leaving a green question blank. However, we do require you to complete all the blue questions.*
4. Employment with MSP Photography requires you to have contact with children and young people. It is an offence to apply for work with our company if you are a disqualified person.

The Commission for Children and Young People and Child Guardian states that a person is disqualified if they:

- 1) have been convicted of a disqualifying offence, whether a conviction was recorded or not; or
- 2) are subject to a child protection offender prohibition order; or
- 3) are subject to a disqualification order that prohibits them from applying or holding a blue card; or
- 4) have current reporting obligations under the *Child Protection (Offender Reporting) Act 2004* or *Dangerous Prisoners (Sexual Offenders) Act 2003*

For more information, please visit:

<http://www.ccypcg.qld.gov.au/employment/bluecard/disqualified-persons.html>

5) Completed applications should be submitted by the following means:

email: schoolphotos.cq@msp.com.au

fax: (07) 4921 3322

snail mail: The Manager, PO Box 293, Rockhampton 4700

# PERSONAL DETAILS

1. Which position(s) are you applying for

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2. What type of employment would you prefer

Fulltime

Part time

Casual

3. Name in Full

--

4. Residential Address

--

Postcode

5. Postal Address

--

Postcode

6. Home Phone:

Mobile:

7. Email Address:

8. DOB:

Sex

Male

Female

9. Relationship status

Married

Defacto

Separated

Single

Divorced

Boyfriend/Girlfriend

10. Dependants

Name

Age

1.

2.

3.

11. Do you have the legal right to permanently work in Australia?  
 Yes  No
12. Are you a smoker?  
 Yes ↓  No
13. Do you have any pre-existing illness or injury which may impact upon your ability to safely perform any of the inherent requirements of the position for which you are applying? (eg carrying heavy weights, sitting for long periods, driving, walking a flight of stairs)  
 Yes ↓  No - go to Q15
14. Please disclose details of how your illness/injury may impact your ability to safely perform any of the inherent requirements of the position for which you are applying
- 
15. If required, do you consent to a medical examination to determine your ability to perform the roles of the position?  
 Yes  No
16. Tertiary Education
- | Institution | Qualification | Years (eg. 2005 - 2008) |
|-------------|---------------|-------------------------|
| 1.          |               |                         |
| 2.          |               |                         |
| 3.          |               |                         |
17. Secondary Education
- | School | Years |
|--------|-------|
| 1.     |       |
| 2.     |       |
| 3.     |       |

18. Hobbies and Interests

19. List any of your significant Life Achievements

20. Do you have a current drivers licence?

Yes                       No

21. Have you ever been charged with, or convicted of, a criminal offence?

Yes ↓                       No - go to Q23

22. Please disclose details of the offence for which you were charged and/or convicted

23. Do you currently hold, or are you eligible to hold, a blue card for working with children?

Yes                       No                       Unsure

Note: A bluecard is a requirement of any position in MSP Photography. In the event that you are employed and your application for a blue card is refused, your employment will be terminated.

24.

# EMPLOYMENT HISTORY

Company/ Organisation	Years (eg 2005 - 2010)	Duties/Role	Reason for Leaving

25. Please provide at least 3 work referees

Name	Organisation & Position	Relationship to you	Contact phone
1.			
2.			
3.			

Note: Your referees will only be contacted following an interview with MSP Photography.

## QUESTIONS

26. What do you perceive as excellent customer service?

27. What does teamwork mean to you?

28. Why do you want to be part of our team?

29. Why do you believe safety is important in the workplace?

30. Do you have prior experience in the school photography industry?  
Please provide details.
31. Are you available to work long hours?
32. Can you work evenings?
33. Are you prepared to travel up to 15 weeks per year, sometimes up to 5 consecutive nights away from home?
34. What salary range are you expecting from this position?
35. If hired when can you commence?
36. Do you have any other skills, qualifications, training or experience you feel should be brought to our attention which may make you especially suited for working with us?