Please use BLOCK/CAPITAL letters, indicate with “N/A” where questions are not applicable and tick boxes ☑ where appropriate.

**STUDENT DETAILS**

Surname/Family Name: __________________ First Name: ____________________________

Student ID Number: ___________________ Enrolled Degree __________________________

Mobile: ___________________ Email: ____________________________

Emergency Contact Name: _____________ Phone Number: ______________________

Relationship to you: ____________________________________________________________

**HEALTH AND WELLBEING**

Do you have any medical condition you would like to disclose, so that we may support you if required – e.g. if you are unable to do any heavy lifting, require breaks from standing for long periods?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Please inform your supervisor if you incur any injury during the semester, or if you have a pre-existing condition.

**AREA OF INTEREST**

Please tick the boxes below, to indicate what areas you would be interested to assist

☐ Event setting-up & packing-down ☐ Front Counter ☐ Food preparation

☐ Hospitality ☐ Data Entry/Filing ☐ High School Visits

☐ Student Panel for an Information Session ☐ Library

**SUPPORTING DOCUMENTATION**

☐ Resume ☐ First Aid Certificate (if required) ☐ RSA Certificate (if required)

☐ WWC Card (if required) ☐ Other please indicate

☐ Referee - Please provide contact details for an Employer / Academic referee – for example an academic member of staff who has taught you, your Course Coordinator, or an Employer.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
AVAILABILITY

Indicate days of availability (e.g. days-am/pm or blocks of availability)
______________________________________________________________________________________
______________________________________________________________________________________

Please note that your studies are a priority and must be given first preference over any work offered, especially when assignments and exams are due. It is your responsibility to manage your workload and to refuse an offer of work if it will negatively impact your studies. By refusing an offer of work you will not be disadvantaged in relation to receiving other offers of work.

DECLARATION

I declare that the information I have given is true and correct:

Signature: ____________________________ Date: ____________________________

Please email the completed form to staffing@nd.edu.au

OFFICE USE

☐ Interviewed          ☐ Reference Checked

Name of Interviewing Officer ____________________________ Signature ____________________________

Dated ____________________________

PRIVACY STATEMENT

Any personal information provided to the University by individuals will only be used for the purpose for which it is provided, or in accordance with the individual’s specific consent. The University will not disclose personal information to a third party unless required to or permitted by law or where an individual has consented to the disclosure. Information relating to how the University collects, uses or discloses personal information and how a complaint may be made about the University’s handling of your personal information is contained in the University’s Privacy Policy.

Individuals have a right to access their personal information that the University holds about them and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email Fremantle.Registrar@nd.edu.au (for Broome / Fremantle Students), or Sydney.Registrar@nd.edu.au (for Sydney Students).