



# BAYTON GROUP

## APPLICATION FOR EMPLOYMENT

# Bayton Group

Date of Application: .....

Position Applied for: .....

Location: .....

Full Time / Part Time: ..... Temporary / Permanent: .....

1. Family Name: .....

First Name: ..... Other: .....

Male / Female: .....

Address: .....

State: ..... Postcode: .....

Telephone No: .....

2. Education:

School, College, University	Dates		Highest Qualification
	To	From	

3. Types of Cleaning Experience Yes / No:

Vacuum .....

Polishing Machine .....

Infection Control .....

Colour Coding .....

Toilets .....

Low Bacteria Cleaning .....

Wet Mopping Floors .....

Glass Cleaning .....

Dusting .....

Other: .....

**4. Employment History:**

Employer's Name	Job Title	Full-Time or Part-Time	Date Started	Date Finished

May we please contact these employers? Yes / No: .....

Contact Name: ..... Phone: .....

Contact Name: ..... Phone: .....

5. Are there any details, or anything we should know, which is relevant to your application or may affect your performance in the role you are applying for?

.....  
.....

6. Are you legally entitled to work in Australia? Yes / No:

Please show for inspection: Australian Birth Certificate or Passport, Certificate of Australian Citizenship, New Zealand Passport or other Passport with relevant work / visa / entry permit.

Document inspected: .....

Passport number: ..... Country of origin: .....

7. Are you prepared to take a pre-employment medical? Yes / No:

8. It is a Federal Government requirement that we obtain a 'Police Security Clearance' before staff can be employed at any aged care facility. Do you agree to a 'Police Security Clearance' as part of your Employment Application? Yes / No:

8a. There is a fee of \$36 for every Police Clearance conducted. If employed do you authorise Bayton to deduct \$18 from each of your first two (2) wages to pay this fee to the Australian Federal Police? Yes / No:

NB: If employed by Bayton you will be on probation for 28 days from your start date, or until the Police Security Clearance is received, and it is confirmed that you are eligible to work in an aged care facility.

9. When are you available to start? .....

10. In case of an emergency, whom may we contact?

Name: .....

Relationship: ..... Phone: .....

**Name of Applicant:** .....

**Signature:** ..... **Phone:** .....

# BANKING DETAILS

## BANK DETAILS

Name of Bank: .....

Address of Bank: .....

Account Number: ..... Branch (BSB) Number: .....

DECLARATION: I (full name) ..... declare that

1. All details listed on this application are true and correct.
2. I have read and understood the conditions of employment and accept them fully.
3. I have read (and explained to my satisfaction) the company house rules and I accept them.
4. I authorise the deductions listed to be debited from my pay.

Signed: ..... (EMPLOYEE) Date: .....

Signed: ..... (EMPLOYER) Date: .....

## TO BE COMPLETED BY CSS / CSM

Branch No. / Profit Centre: ..... Contract No. / Name: .....

Normal Hours per week: .....

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Pay period Ending: \_\_\_\_/\_\_\_\_/\_\_\_\_

Hourly Rate: ..... Award / Grade: .....

Pay Point: .....

## BASIS OF EMPLOYMENT

Full Time:                      Part Time:                      Day:                      Night:

Casual: ..... Temporary until: .....

References / Referees checked? .....

Paperwork attached? .....

Union Membership: ..... Employment Declaration: .....

Industrial Salary: ..... CSM / CSS SIGNATURE: .....

## **GENERAL CONDITIONS OF EMPLOYMENT PROVIDED HEREUNDER**

1. Your employment is for duties at a nominated site. If re-organisation occurs, re-assignment to another site may be required, along with a possible adjustment to hours, in the interests of continued employment.
2. Hours of work for part-time employees may be subject to change in the interest of continued employment.
3. Should the contract (job) you are working on be lost, the Company will endeavour to find you another position, however this cannot be guaranteed.
4. Annual leave may have to be taken at Christmas or on the anniversary of your first and subsequent years of service. Leave may also have to be taken when the site is closed down, or when the site is not in full operation.
5. I agree in the event of termination of my employment to the deductions from my final pay for any unreturned protective clothes, uniform, keys or other debt owing to the Company whatsoever it may be.
6. I agree, during the period of my employment or at any time thereafter, not to disclose to any unauthorised persons, confidential client or Company information. I further agree not to make use of any information, process papers or documents to which I may have access, during the period of my employment or at any time thereafter except on behalf of the Company.
7. I agree to wear any uniform as supplied by the Company.

### **COMPANY RULES:**

Serious breaches of the rules listed below will result in dismissal.

1. Alcohol and unprescribed drugs – being under the influence of alcohol or unprescribed drugs, so that in the opinion of your Supervisor / Manager you are unable to perform your duties in a satisfactory manner or you may bring the Company into disrepute or you may be a danger to yourself or another. Do not take these items into your work area.
2. Unauthorised possession – do not take or be in unauthorised possession of Company, client or another employee's property.
3. Refusing to work – do not refuse reasonable instructions from your Supervisor.
4. Records and Time Sheets – do not sign on or off for another employee or change any records (including Time Sheets) to show false information.
5. Offensive behavior – do not use rude language or behave offensively in front of clients, their staff or your fellow workers or Supervisors.
6. Violence – do not use violence against another person.
7. Telephones – do not use client's telephones without written Management permission.
8. Property – do not intentionally damage or misuse client or Company property.
9. Safety – do not work in a manner that would endanger the safety of yourself or others. Fire protection equipment is for emergency use only. You must use any safety equipment provided.
10. Gambling and Smoking – do not gamble on client's premises. Do not smoke on client's premises except during tea and meal breaks in the designated areas.
11. Absenteeism – you must advise your Supervisor / Manager if you are going to be absent from work. It is preferable that as much notice as possible is given.
12. Sleeping – do not sleep on the job or during your work hours.

**DECLARATION:** I ..... (full name) declare that

I have read and understood the conditions of employment detailed above and accept them fully AND I have read (and had explained to my satisfaction) the company house rules and I accept them.

**Signed:** ..... **(EMPLOYEE)**      **Date:** .....

**Signed:** ..... **(EMPLOYER)**      **Date:** .....