

## iQ:eQ APPLICATION FORM

Full Name: \_\_\_\_\_ Classification: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth (optional): \_\_\_\_\_

Residency Status: \_\_\_\_\_

### Contact Details

Home: \_\_\_\_\_ Business: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference Approval: I hereby authorise iQ:eQ to contact the following people for reference purposes and if necessary, conduct a criminal record check.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Verbal References (i.e. at least 2 most recent managers)

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PRIVACY ACT

#### General Information

**This information requested from you in our Candidate Information form(s) / (Application) is sought for the purpose of finding you suitable contract or permanent employment at your request.**

Some or all of the information contained in your Application, Curriculum Vitae, written references and details of subsequent interviews, telephone conversations or other information you or third parties authorised by you have provided to us may be provided to our client(s), for the express purpose of our client(s) considering you for employment.

iQ:eQ and its subsidiary or associated companies will collect and hold this information.

Under the Privacy Act you have a right of access to readily retrievable personal information and to seek the correction of that information. There are some exceptions and limitations to that right.

The Privacy Act allows us to retain personal information relating to you for only as long as is 'reasonably necessary'. We propose to retain personal information relating to you for approximately seven (7) years after your last contact with us, unless you otherwise advise us that you are no longer seeking employment opportunities through iQ:eQ and then your application will be deleted or destroyed.

There are two practical benefits for you from this. Having your Application 'open' in our fully computerised recruitment system ensures, due to computer matching, that you will continue to be considered for positions as they become available. Secondly, a significant number of our candidates re-register with us within this time frame, and the retention of information for this time simplifies reactivating your file.

Where you become an employee of iQ:eQ as a Contractor, our policy is to retain personal information relating to you for up to seven (7) years after your employment is terminated. This enables us to provide accurate written or verbal references in situations where you have authorised this, and can be used in the event of any disputes. Payroll information is required by law to be retained for seven (7) years.

### **Declaration and Authorisation**

I declare that the information provided on this form and in the process of my application to iQ:eQ is true and provides an accurate, balanced and complete view of the details relevant to those considering me for employment. In particular, I confirm that I have not omitted to divulge any information, which may be relevant to iQ:eQ, or its clients decision to engage me. Further, I understand that if any of the information I have provided is found to be inaccurate or misleading, my employment may be terminated by iQ:eQ or the organisation with which I have been permanently employed through iQ:eQ Consulting.

Further, I undertake to advise iQ:eQ in any situation where I am being considered for, or am offered, a position of employment in a company or organisation where my relationship with a person employed by or contracted to the organisation or company, may create a conflict of interest situation.

I confirm that I have read and understand the General Information, and in particular my rights and obligations pursuant to the Privacy Act.

**Candidate Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_