

CANDIDATE DECLARATION

C#: _____

Date: ____/____/____

Position/Positions of interest: _____

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Thank you for taking the time to complete this important Candidate Declaration.

There are three purposes to this declaration:

1. To act as a formal and legal declaration by you that all information that you give Advance Client Services Pty Limited (ACS), (whether written or oral) about your education, work history, career achievements, circumstances and any other information is true and accurate to your best knowledge.
2. To authorise ACS to contact people you have previously directly reported to and verify the information you have given ACS.
3. To agree to the Collection Statement for the purposes of Privacy and Sensitive Information Legislation.

PERSONAL DETAILS	
Surname:	Given Name:
Address:	
D.O. Birth:	
Residency / Visa Status:	
Hobbies / Interests: 1/	2/
CONTACT DETAILS	
(H):	(W):
(M):	(H-Fax):
(H-email):	
REFEREE	
Excluding your current employer, please provide details of the most recent people you have directly reported to:	
Name:	
Company:	Position held:
Switch no:	Mobile no:
Name:	
Company:	Position held:
Switch no:	Mobile no:

Please indicate how you came to know of ACS. For example if via the internet which internet site, or if via a newspaper which one or if you were referred to ACS who referred you or indicate any other means.

I acknowledge and declare that:

1. To my best knowledge all information given by me to (ACS) (whether written or oral) is true.
2. I indemnify ACS against all claims or penalties which may arise from any false, misleading or incomplete information provided by me or by any referee nominated by me.
3. ACS is authorised to direct any enquiries they consider relevant to any referees nominated by me from time to time and to any person to whom I have reported in previous positions.
4. Providing ACS and any prospective employer introduced by ACS with false, misleading or incomplete information maybe grounds for immediate termination from employment.

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5. I will inform ACS of any criminal convictions that may be relevant to a particular position. I indemnify ACS against all claims or penalties which may arise from any non-disclosure.

6. For the purposes of privacy and copyright laws, I consent to ACS providing my resume, reference reports and other information collected to prospective employers.

7. I have been given a Collection Statement for candidates, date applicable from 21-12-01, version # 1.

You consent to collection use and storage of your personal and sensitive information.

I the candidate identified above, have read and understood each of the statements in this Collection Statement and voluntarily consent to:

- personal and sensitive information about me being collected by you as indicated above;
- personal and sensitive information about me being used as indicated above;
- personal and sensitive information about me being disclosed as indicated above.

I have read and understood all of the points on this Candidate Declaration and voluntarily consent to them.

Please note: If you wish to access the information kept about you in future we will need to verify your identify accurately. Please indicate here the means you wish ACS to verify you by. IE drivers licence number, medicare number, passport etc

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DATE:

SIGNED:

WITNESS:

PRINT WITNESS NAME AND ADDRESS:

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