

## Application for Employment as a Lifestyle Assistant

Please return this form to: CASSI,  
Suite 9 / 240 Varsity Parade  
Varsity Lakes QLD 4227  
OR email to [info@cassi.org.au](mailto:info@cassi.org.au)

### 1. Personal and Contact Details

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Landline: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### 2. Current or most Recent Employment

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Position: \_\_\_\_\_  
Commenced: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Finished: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Reasons for leaving: \_\_\_\_\_

### 3. Referees

a) Name: \_\_\_\_\_ Company \_\_\_\_\_  
Referee's Title \_\_\_\_\_ Contact no. \_\_\_\_\_  
b) Name: \_\_\_\_\_ Company \_\_\_\_\_  
Referee's Title \_\_\_\_\_ Contact no. \_\_\_\_\_

c) Name: \_\_\_\_\_ Company \_\_\_\_\_

Referee's Title \_\_\_\_\_ Contact no. \_\_\_\_\_

#### 4. Previous Employment History (Cover all periods)

##### 2023

Name of Employer: \_\_\_\_\_ Your Position: \_\_\_\_\_

Address: \_\_\_\_\_

Commenced: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Finished: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

##### 2022

Name of Employer: \_\_\_\_\_ Your Position: \_\_\_\_\_

Address: \_\_\_\_\_

Commenced: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Finished: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

##### 2021

Name of Employer: \_\_\_\_\_ Your Position: \_\_\_\_\_

Address: \_\_\_\_\_

Commenced: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Finished: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

##### 2020

Name of Employer: \_\_\_\_\_ Your Position: \_\_\_\_\_

Address: \_\_\_\_\_

Commenced: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Finished: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

##### 2019

Name of Employer: \_\_\_\_\_ Your Position: \_\_\_\_\_

Address: \_\_\_\_\_

Commenced: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Finished: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## 5. Other Information and Documentation

### Current Driver's Licence:

Licence No: \_\_\_\_\_ Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry: \_\_\_\_/\_\_\_\_/\_\_\_\_

Driving Convictions Details: \_\_\_\_\_

### Comprehensive Car Insurance:

Copy of your vehicle insurance to be attached

### Senior First Aid:

Date First Aid: \_\_\_\_/\_\_\_\_/\_\_\_\_ CPR update: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Staff Screening:

Yellow Card Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_ Blue Card issued: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Attach a copy) (Attach a copy)

### Citizenship, Residency and Visa's:

Are you an Australian Citizen? (Yes or No) \_\_\_\_\_

If not are you able to work in Australia? (Yes or No) \_\_\_\_\_

Or do you hold a Visa to work? (Yes or No) \_\_\_\_\_

If you hold a Visa to work,  
your Visa document number: \_\_\_\_\_

(Attach a copy)

**NDIS: Compulsory completion of Worker Orientation Module "Quality, Safety and You"**  
[www.ndiscommission.gov.au/workers/worker-training-modules-and-resources/worker-orientation-module](http://www.ndiscommission.gov.au/workers/worker-training-modules-and-resources/worker-orientation-module)

Date that Certificate of Completion issued: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Attach Copy of Certificate of Completion)

## 6. Shiftwork.

CASSI operates and organizes our supports to people with a disability on a rostered basis, and on a 24/7 service. Are there any days or times when you are not available to be rostered to work?

---

---

## 7. Capacity to work as a Lifestyle Assistant?

a) Do you have any restrictions or issues that would restrict your ability to perform all of the duties and roles of a Lifestyle Assistant? These may be restrictions that are related to personal issues, health or medical matters. (Yes or No) \_\_\_\_\_ (If “yes” attach details)

b) Have you ever had your work performance approach, ability or suitability subject to enquiry by your employer? (Yes or No) \_\_\_\_\_ (If “yes” attach details)

## 8. Signature

By signing this job application, you confirm that:

- All the particulars are correct
- You give permission to CASSI to verify any information provided,
- You agree to CASSI contacting your referees to discuss your past employment and your prospects in being able to fulfill the roles of a Lifestyle Assistant,
- You give CASSI permission, if relevant, to verify your VEVO visa status,
- And you understand that providing misleading information may jeopardize your employment.

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Print name: \_\_\_\_\_

### The following documents / copies must be attached.

- NDIS Workers Orientation Module: Certificate of Completion
- Driver's License
- Your vehicle insurance
- Senior First Aid
- CPR Update
- Yellow Card
- Blue Card
- Work Visa documents, where appropriate
- Resume
- Qualifications