



# REALITY CHECK

## CANDIDATE CONSENT FORM - SILVER - PRA / ENGINUITY

Dear Applicant,

Please complete this form at your earliest convenience and return it together with your resume and legible photocopy of three forms of identification to Reality Check on fax number 02 9251 7120 or scan and email to [info@reality-check.com.au](mailto:info@reality-check.com.au)

### Personal details

Surname \_\_\_\_\_ Given name(s) \_\_\_\_\_  
Maiden or aliases (where applicable) \_\_\_\_\_ Gender \_\_\_\_\_  
Date of birth \_\_\_\_\_ Place of birth (city and country) \_\_\_\_\_  
Passport number \_\_\_\_\_ Country \_\_\_\_\_  
Current home address \_\_\_\_\_  
State \_\_\_\_\_ Country \_\_\_\_\_ Postcode \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_

### Previous addresses

Only required if you have not lived at the above address for six or more years.

Address \_\_\_\_\_  
State \_\_\_\_\_ Country \_\_\_\_\_ Postcode \_\_\_\_\_  
Address \_\_\_\_\_  
State \_\_\_\_\_ Country \_\_\_\_\_ Postcode \_\_\_\_\_

### Proof of identity

Please list the three ID types and numbers for the identification you will be providing with this consent form. Identification **must** be current and include at least one type of photographic ID and a passport or birth certificate.

Identification type 1 \_\_\_\_\_ Identification number \_\_\_\_\_  
Identification type 2 \_\_\_\_\_ Identification number \_\_\_\_\_  
Identification type 3 \_\_\_\_\_ Identification number \_\_\_\_\_



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## Position details

Position being considered for \_\_\_\_\_

PRA / Enginuity consultant \_\_\_\_\_

## Criminal history

Do you have charges pending before a court? Yes  or No

If yes please detail \_\_\_\_\_

Do you have any current convictions? Yes  or No

If yes please detail \_\_\_\_\_

Do you have any convictions not covered by the Spent Conviction Scheme? Yes  or No

If yes please detail \_\_\_\_\_

## Entitlement to work

Are you an Australian or New Zealand Citizen? Yes  or No

If no Place of birth \_\_\_\_\_ Country \_\_\_\_\_

Passport number \_\_\_\_\_ Visa number \_\_\_\_\_

Entitlement to work Unlimited work rights

Limited work rights

No work rights

## Educational Qualifications

Please provide details for highest educational qualification gained only

Name of academic institution \_\_\_\_\_

Address \_\_\_\_\_

City and country of institution \_\_\_\_\_ Postcode \_\_\_\_\_

Faculty / department contact details (if available) \_\_\_\_\_

Attendance dates \_\_\_\_\_ Qualification obtained \_\_\_\_\_

Grade \_\_\_\_\_ Graduation date \_\_\_\_\_

Student ID No \_\_\_\_\_

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## Referee and/or line manager details

A minimum of **two** referees must be provided and must cover a continuous period of employment, not less than **five** years. Should you not have worked for a minimum of **five** years, please provide an academic and personal referee. Both human resources and/or line managers may be contacted during the process of obtaining references.

## Current Employer

**NB: Please indicate whether we may contact your current employer**

Yes  or No  Do not approach my current employer until\* \_\_\_\_\_

Company name \_\_\_\_\_

Telephone number ( ) \_\_\_\_\_ Position held \_\_\_\_\_

Your manager's name \_\_\_\_\_ Manager's contact no. \_\_\_\_\_

Employment period: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Your employment status Temp  Perm  Contract

Remuneration (please detail break up of total package) \_\_\_\_\_

Reason for departure \_\_\_\_\_

If you were employed by an agency, agency name and branch \_\_\_\_\_

Consultant \_\_\_\_\_ Telephone \_\_\_\_\_

## Previous Employer (1)

Company name \_\_\_\_\_

Telephone number ( ) \_\_\_\_\_ Position held \_\_\_\_\_

Your manager's name \_\_\_\_\_ Manager's contact no. \_\_\_\_\_

Employment period: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Your employment status Temp  Perm  Contract

Remuneration (please detail break up of total package) \_\_\_\_\_

Reason for departure \_\_\_\_\_

If you were employed by an agency, agency name and branch \_\_\_\_\_

Consultant \_\_\_\_\_ Telephone \_\_\_\_\_



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## Previous Employer (2)

Company name \_\_\_\_\_  
Telephone number ( ) \_\_\_\_\_ Position held \_\_\_\_\_  
Your manager's name \_\_\_\_\_ Manager's contact no. \_\_\_\_\_  
Employment period: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Your employment status Temp  Perm  Contract   
Remuneration (please detail break up of total package) \_\_\_\_\_  
Reason for departure \_\_\_\_\_  
If you were employed by an agency, agency name and branch \_\_\_\_\_  
Consultant \_\_\_\_\_ Telephone \_\_\_\_\_

## Personal/Academic References

For use where employer references are not available

Name of referee \_\_\_\_\_ Contact number. \_\_\_\_\_  
Relationship \_\_\_\_\_

Name of referee \_\_\_\_\_ Contact number. \_\_\_\_\_  
Relationship \_\_\_\_\_



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## Consent to conduct pre-employment screening

I \_\_\_\_\_ (name in full) certify that the information provided in this form and attached resume, and any subsequent information provided to support the detail on this form is complete and accurate in all respects.

I give permission to Reality Check Pty Ltd to perform pre-employment screening to verify the following information I have provided for the purposes of employment.

- Reference checks (2)
- Employment history verification (up to 5 years)
- Educational qualification (highest)
- National police check
- Entitlement for work

I give permission to relevant third parties including but not limited to referees, government bodies, academic and professional institutions to release personal data to Reality Check Pty Ltd for the purposes of employment.

I release all persons or entities from any and all liability that could accrue from their disclosure of information in response to enquiries made by Reality Check Pty Ltd.

I have read and understand the content of Reality Check's Privacy Policy (refer to [www.reality-check.com.au](http://www.reality-check.com.au)), and I consent to the use, disclosure and handling of both my personal information and sensitive information in accordance with it.

Have I included photocopies of three forms of identification? Yes  or No

Have I included a copy of my resume? Yes  or No

Full name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_