



# Candidate Application



Product Development Projects Pty Ltd trading as OldroydDirect.  
abn 84 010 541 876 202/118 Russell Street Melbourne Australia 3000  
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## CONTACT DETAILS

Name: (first name)		(surname)
Home address:		
Postal Address:		
Phone:	Mobile:	
Fax:	Email:	
Contact for nearest next of kin:		

## PERSONAL DETAILS

Date of Birth:     /     /	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Current Status in Australia: <input type="checkbox"/> Citizen <input type="checkbox"/> PR <input type="checkbox"/> PR Applicant <input type="checkbox"/> Student <input type="checkbox"/> Other Temporary	
Student visa No: (if any)	Student visa expiry date:     /     /
Australian PR application date: (if any)     /     /	Bridging Visa No:
When are you available to start:     /     /	Are you available to travel: <input type="checkbox"/> Yes <input type="checkbox"/> No
Referee 1:	
Referee 2:	
Referee 3:	
Useful extended family contacts in business/government: (if any)	
Do you have a disability: <input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes - please provide details)	
Have you ever been convicted of a criminal offence: <input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes - please provide details)	

## LANGUAGE AND CULTURE

Country of origin:	Region:	Mother tongue:
Other Languages: (if any - indicate if acquired by formal language study)		
Other countries/regions where you have lived: (if any)		
English proficiency:	IELTS score: (if any)	Date:     /     /



## QUALIFICATIONS

Qualifications: (List Certificates / Bachelor Degree(s) / Masters Degree(s) / Other )

Computer Skills: (list program competencies)

Details of any Competency Tests: (if any)

## EXPERIENCE

Work Experience – relevant to Marketing/Sales and/or Import/Export: (if any)

## EXPECTATIONS

Will you be free to work across time zones: ☐ Yes ☐ No

Minimum Remuneration Package: Starting: \$                      p.a.    Projected: \$                      p.a.

Indicate if you will relocate for work: (tick the box)

☐ Greater Melbourne Only

☐ Interstate Capital City

☐ Victorian Regional Centre

☐ Interstate Regional Centre

Office use:



## PRODUCT INTERESTS

Tick your product interests:

<input type="checkbox"/> Aerospace & Defense	<input type="checkbox"/> Food & Beverage
<input type="checkbox"/> Agribusiness	<input type="checkbox"/> Forestry, Wood & Paper
<input type="checkbox"/> Automotive	<input type="checkbox"/> Health & Medical
<input type="checkbox"/> Biotechnology	<input type="checkbox"/> ICT (Information Communication Technology)
<input type="checkbox"/> Building & Construction	<input type="checkbox"/> Machinery - Parts & Equipment
<input type="checkbox"/> Business & Finance	<input type="checkbox"/> Mining & Metals
<input type="checkbox"/> Chemicals, Plastics & Rubber	<input type="checkbox"/> Personal & Other Services
<input type="checkbox"/> Consumer Goods	<input type="checkbox"/> Sport & Recreation
<input type="checkbox"/> Culture, Media & Entertainment	<input type="checkbox"/> Textile, Clothing & Footwear
<input type="checkbox"/> Education & Training	<input type="checkbox"/> Tourism & Hospitality
<input type="checkbox"/> Energy & Utilities	<input type="checkbox"/> Transport & Storage
<input type="checkbox"/> Environment	<input type="checkbox"/> Other:

## REQUIRED DOCUMENTS (scan and attach)

OldroydDirect requires the following documents to be scanned and attached to your application at time of submission:

1. Digital photograph (Corporate dress (suit and tie), head shot).
2. Curriculum Vitae. (Note: You may be required to prepare a résumé for a particular position.)
3. IELTS score certificate (if any).
4. Character reference statements with name and contact details of each referee
  - from at least 2 referees
  - at least one from an Australian citizen.
5. Work references.
6. Academic Transcripts supporting your qualifications.
7. Birth certificate.
8. Photocopy of passport.
9. Evidence of Australian residency/citizenship status.
10. Other documents you have decided to attach: (if any) .....

**NOTE: At least 3 certified copies must be provided of original documents 6 to 9.**

Office use:



## TERMS & CONDITIONS

**OldroydDirect provides recruitment and training services. The Candidate seeks employment and, in some cases, training. The following terms and conditions shall apply to this Agreement between OldroydDirect and the Candidate.**

### DEFINITIONS:

**'Agreement'** means the agreement between OldroydDirect and the Candidate in accordance with the terms and conditions in this Candidate Application.

**'Candidate'** means a person who seeks or obtains Employment through OldroydDirect.

**'Client'** means a person or entity that may or does employ a Candidate introduced or referred by OldroydDirect.

**'Employment'** and **'Employed'** means employment of a Candidate by a Client in any position on any basis.

**'OldroydDirect'** means Product Development Projects Pty Ltd ACN 84 010 541 876 trading as OldroydDirect

**'Personal Information'** means personal information provided by or obtained about the Candidate, including personal information contained in or submitted with this Candidate Application.

**'Probation Period'** means three (3) months from the commencement date of Employment.

**'Recruitment Services'** includes screening, interviewing, referring/introducing Candidates to Clients and, if applicable, Training.

**'Remuneration Package'** means the Candidate's total annual remuneration including but not limited to base salary plus employer superannuation contribution (including compulsory contributions) and any fringe or other benefits. If a motor vehicle is included as part of the package it will have a deemed value of \$15,000.

**'The Privacy Laws'** means the Privacy Act 1988 (Commonwealth) and amendments including the Privacy Amendment Act 2000 (Commonwealth).

**'Training'** means the provision by OldroydDirect of six (6) training sessions during the Probation Period to a Candidate Employed on a permanent full time basis as described from time to time on OldroydDirect's website [www.oldroyddirect.com.au](http://www.oldroyddirect.com.au) (with each session being approximately four (4) hours and to be held at a time and place nominated by OldroydDirect).

### 1. EXCLUSIVITY

The Candidate grants OldroydDirect the exclusive right to refer and/or introduce the Candidate to a Client. The Candidate shall not directly or indirectly contact any Client without first obtaining OldroydDirect's prior written consent.

### 2. REFERRAL

The Candidate shall not directly or indirectly refer or otherwise introduce any other person to a Client for the purposes of employment.

### 3. NO GUARANTEE

OldroydDirect does not warrant or guarantee that a Client or anyone else will employ the Candidate.

### 4. EMPLOYMENT REMUNERATION & TRAINING

- (a) OldroydDirect shall negotiate the Candidate's Remuneration Package, subject always to the Candidate's final approval and acceptance;
- (b) In consideration of OldroydDirect providing the Training during the Probation Period, the Candidate acknowledges and agrees that an amount equal to 10% of the Remuneration Package will be deducted from the Remuneration Package during the Probation Period (on terms to be agreed between the Client and the Candidate) to cover the cost of Training by OldroydDirect.
- (c) The Candidate shall complete the Training. Unless otherwise agreed in writing only a Candidate Employed on a permanent full time basis is required to complete the Training.

### 5. LIABILITY & INDEMNITY

OldroydDirect and its servants and agents shall not (to the maximum extent permitted by law) under any circumstances be liable for any loss or damage suffered by the Candidate arising out of or in connection with:

- (a) the provision of the Recruitment Services; and/or
- (b) the Candidate's Employment.

The Candidate indemnifies OldroydDirect against all loss or damage the Candidate causes or contributes to including but not limited to loss or damage arising out of or in connection with any false or misleading or deceptive information or documents provided by or on behalf of the Candidate.

### 6. CONFIDENTIALITY

The Candidate may not disclose any confidential information of a Client or OldroydDirect to any person unless:

- (a) the Candidate has first obtained the written consent of the Client and/or OldroydDirect; or
- (b) for the purposes of obtaining legal or financial advice,

and the Candidate must ensure all permitted disclosures are kept confidential.



## 7. AUTHORITY TO USE INFORMATION

OldroydDirect is permitted by the Candidate to:

- (a) obtain searches to verify any information provided by or related to the Candidate;
- (b) acquire such additional information about the Candidate (including personal information) as may be required for the purposes of providing the Recruitment Services;
- (c) obtain and collect Personal Information from (but not limited to):
  - nominated referees
  - current and previous university or college
  - past and present employer(s)
  - health professionals
  - organisations conducting psychometric or competency tests
  - immigration authorities
  - Australian Federal Police and/or INTERPOL
- (d) disclose Personal Information to Clients or potential employers.

## 8. RESPONSIBILITY FOR UPDATING INFORMATION

The Candidate shall notify (by email) OldroydDirect of any material change to any Personal Information the Candidate has provided to OldroydDirect.

## 9. STORAGE OF INFORMATION

OldroydDirect may transfer Personal Information to computer servers located overseas where it may be stored.

## 10. PUBLICATION PERSONAL INFORMATION

OldroydDirect may use and publish Personal Information for marketing and/or promotional purposes. The Candidate hereby consents to such use and publication and grants OldroydDirect a non-exclusive royalty free licence to use the Candidate's image or likeness for such purposes.

## 11. TERM

This Agreement shall remain in effect until terminated by written notice from the Candidate or OldroydDirect.

## 12. INUREMENT

The terms and conditions of this Agreement will remain in full force and effect after termination of this Agreement and inure for the benefit of OldroydDirect.

## 13. APPLICABLE LAW

The law of the state of Victoria governs this Agreement and each party submits to the non-exclusive jurisdiction of the Victorian courts.

## CERTIFICATION & ACCEPTANCE

### I HEREBY STATE THAT:

- The particulars I have provided in this Candidate Application are true and correct;
- I have not omitted any material facts or information that may affect my ability to obtain or maintain employment in Australia;
- I have read and understood the terms and conditions of this Agreement and the attached Privacy Policy.
- I hereby accept the terms and conditions of this Agreement.

**SIGNED:** \_\_\_\_\_

### SIGNED FOR AND ON BEHALF OF:

**Product Development Projects P/L** ABN 84 010 541 876 **trading as OldroydDirect**

**SIGNED:** \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date:     /     /



## PRIVACY POLICY

OldroydDirect adheres to:  
The 10 "National Privacy Principles" of the Privacy Amendment Act 2000 (Commonwealth).

### PROTECTION OF CANDIDATE INFORMATION

OldroydDirect respects your privacy as a Candidate and your personal information is managed in accordance with the privacy laws. Information about you is collected primarily to:

- present to prospective employers for the purpose of finding you employment.
- monitor your career performance and progress.
- optimise our service to you.

The kind of information required about you includes but may not be limited to:

- your name, age, gender, marital status, ethnicity
- mailing address, e-mail address, telephone number
- career history
- sighted documents relevant to your application for example:
  - birth certificate
  - passport
  - academic transcripts, certificates, qualifications
  - references
  - current Australian status.
- key skills, travels and languages spoken
- professional associations
- personal goals and objectives
- availability for work
- family background
- photo image

Sensitive information may also be obtained about you, for example about your health (including any disability), any criminal record. Your personal information may be collected when you:

- visit our website
- forward your application form
- contact us by telephone
- attend an interview with us

Personal information about you may also be obtained through third parties, for example:

- your nominated referees
- current and previous university or college
- past and present employer
- health professionals
- organisations conducting psychometric or competency tests
- immigration authorities
- Australian Federal Police and/or INTERPOL.

We will take reasonable steps to ensure that such Personal Information is accurate, complete and up-to-date and we will first obtain your permission to collect any such sensitive personal information. In endeavouring to find placement for you we may disclose or subject your personal information to:

- a range of potential employers
- professional organisations providing competency or psychometric testing
- referees
- workers compensation body
- our professional consultants
- entities related to OldroydDirect
- police checks
- qualification checks

We take reasonable steps to ensure that any third party employed or contracted by us to perform a service which involves disclosure of or access to your Personal Information is bound not to use such Personal Information for any purpose except that for which it was supplied.

Your Personal Information is otherwise kept confidential unless you authorise us to use, publish or otherwise disclose such information. Additional Personal Information which we acquire from third parties may be disclosed to you within a reasonable time upon your email request provided we have received your advance payment of advised reasonable associated disbursement costs.

Information provided by you via our website may be stored in overseas servers.

It is your responsibility to email us with any changes in your personal information to ensure it is complete, up-to-date and relevant; and we will ensure that such changes are entered into your application file.

Your personal information may be stored in both hard copy or electronically. We take reasonable precautions to protect your stored Personal Information from unauthorised access.

Survey information tracking traffic patterns and volumes may be gathered about users accessing our websites. Such information is stored collectively, anonymously and in the aggregate, and used to assist us internally in improving our services. It is not disclosed to other parties except related entities or where required by law.

We value your feedback which we invite you to email to us for response. Success stories may be edited and used for marketing purposes including disclosure of other relevant non-sensitive personal information including name, age, ethnicity, qualification, experience and placement.