

# CANDIDATE PROFILE



## JOB TITLE (APPLYING FOR)

## CANDIDATE DETAILS

TITLE

FIRST NAME

LAST NAME

MAILING ADDRESS

SUBURB

STATE

POSTCODE

COUNTRY

TELEPHONE (Please include country & area codes)

MOBILE (Please include country & area codes)

EMAIL

PREFERRED MEANS OF CONTACT

I would like to subscribe to receive the monthly HG inSight newsletter by email

I am interested in receiving information about HG Executive Learning Sets

## CURRENT POSITION

POSITION TITLE

ORGANISATION

DATE COMMENCED

SALARY/REMUNERATION

REQUIRED PERIOD OF NOTICE

## TERTIARY/PROFESSIONAL QUALIFICATIONS

QUALIFICATIONS, INSTITUTE, YEAR

Have you attached your CV?	YES	NO
Have you attached a cover letter?	YES	NO
Have you addressed the Selection Criteria?	YES	NO
Have you read the Probity Checks?	YES	NO
Have you attached a completed Candidate Profile Form?	YES	NO

**ONLY APPLICABLE TO SPECIAL MEASURES PLAN JOBS\***

Are you of Australian Aboriginal and/or Torres Strait Islander and have you previously identified as an Aboriginal person or a Torres Strait Islander in your day to day dealings in the community? YES NO

Are you a person with a significant disability that has impaired equality of employment opportunity; and could require reasonable adjustment in the workplace to enable you to perform the inherent requirements of a job? YES NO

*\*Note: Applicants selected under the Special Measures Plan will need to provide proof of EEO status on commencement of employment.*

**REFEREE DETAILS**

Please nominate your referees (3) including your current manager. Your permission will be obtained prior to contacting your referees.

**REFEREE 1**

NAME	POSITION
<input type="text"/>	<input type="text"/>
ORGANISATION	
<input type="text"/>	
TELEPHONE (Please include country & area codes)	MOBILE (Please include country & area codes)
<input type="text"/>	<input type="text"/>
EMAIL	HOW ARE YOU KNOWN TO THE REFEREE?
<input type="text"/>	<input type="text"/>

**REFEREE 2**

NAME	POSITION
<input type="text"/>	<input type="text"/>
ORGANISATION	
<input type="text"/>	
TELEPHONE (Please include country & area codes)	MOBILE (Please include country & area codes)
<input type="text"/>	<input type="text"/>
EMAIL	HOW ARE YOU KNOWN TO THE REFEREE?
<input type="text"/>	<input type="text"/>

## REFEREE 3

NAME

POSITION

ORGANISATION

TELEPHONE (Please include country & area codes)

MOBILE (Please include country & area codes)

EMAIL

HOW ARE YOU KNOWN TO THE REFEREE?

### PLEASE INDICATE HOW YOU FOUND OUT ABOUT THIS POSITION?

*(Please specify source name)*

HG CONSULTANT

Name

HG E-NEWSLETTER

HG WEBSITE

HG TWITTER

HG LINKEDIN

PRINT MEDIA

Publication

ON-LINE ADVERTISEMENT

Website

PROFESSIONAL COLLEGE

Name

COLLEAGUE

Name

OTHER

Details

### PRIVACY POLICY

#### CONSENT TO CONDUCT PRE-EMPLOYMENT SCREENING:

I

*(full name)*

certify that the information provided in this form and any subsequent information provided to support the detail on this form is complete and accurate in all respects. I give permission to HG Leadership Pty Limited to perform pre-employment screening to verify the information I have provided for the purposes of employment.

I consent to the use, disclosure and handling of both my personal and sensitive information for the purpose of this executive search and in accordance with the Privacy Policy (refer to [www.hardygroupintl.com/privacy](http://www.hardygroupintl.com/privacy)).

FULL NAME

DATE