



CONFIDENTIAL - Job Application Form

About this form

This is a multipurpose form:

- Section 1 – identifies the job for which you are applying
- Section 2 – provides Council with information about you
- Section 3 – provides details about your employment history
- Section 4 – provides an Application Checklist and is very important

An application that does not address the selection criteria as outlined in the position information package will not progress to the interview stage.

To assist Council to improve its recruitment strategies, please identify how you found out about the position for which you have applied.

Newspaper

- Narrandera Argus
- Wagga Daily Advertiser
- Leeton Irrigator

Internet

- Narrandera Shire website
- Council Jobs
- LG Jobs

Miscellaneous

- Word of mouth
- Other (please specify)

Section 1 - Position Advertised

Position title

Section 2 - Personal Details

Title	Mr	Mrs	Ms	Other _____
Surname				
Given name(s)				
Preferred name <i>(if applicable)</i>				
Home address				
Postal address (if different)				
Contact Details	Work	Home		
	Mobile			
	Email			

Section 3 – Employment History

Current Employment (if applicable)

Employer

Position

Status

- Full Time Part Time
 Permanent Temporary Casual

Commencement date

Your supervisor

Name
Position
Contact Details

Previous Employment (2 most recent if applicable)

Employer 1

Position

Start/finish dates

Status

- Full Time Part Time
 Permanent Temporary Casual

Employer 2

Position

Start/finish dates

Status

- Full Time Part Time
 Permanent Temporary Casual

Referees

You are required to provide names and contact details for a minimum of two work referees who can testify to your skills, experience, qualifications, and aptitude in relation to the position for which you have applied. Preferably both, but at least one referee must be a person who supervised you.

Note: If Council is not able to verify your performance as it relates to this position, we may seek further referees from you.

Referee Name	Organisation/Position Held	Telephone and/or Email Contact Details
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Requirements for appointment

You can only be appointed to Narrandera Shire Council if you:

- Provide evidence that you are an Australian citizen or have the status of permanent resident in Australia, or are eligible to work in Australia for the period covered by the position's tenure.
- Provide proof of identity such as a birth certificate or passport.
- Provide original documents for evidence of essential qualifications.
- Pass a prescribed pre-employment medical examination/functional assessment.
- Undertake a National Criminal History Check.
- Provide evidence of a Working with Children Check (WWCC) if required for the position.
- Provide a completed applicant's verification consent (please complete attached form).

Please answer the following questions:

Is there any medical reason that would prevent you from undertaking the requirements of the position? Yes No

- If yes, you are required to provide details in a separate statement.

Do you have any previous or pending workers compensation claim(s) that might affect your ability to undertake tasks and duties of this position? Yes No

- If yes, you are required to provide details in a separate statement.

Do you have any outstanding charges against your driver's licence that would cause it to be disqualified either now or in the future? Yes No

- If yes, you are required to provide details in a separate statement.

Privacy and Personal Information Protection Act 1998

I acknowledge that:

- The personal information provided in this application is collected for the purpose of assessing suitability for employment for the position stated above.
- Access is limited to use by Council employees and other authorised persons.
- Supply of the personal information is supplied voluntarily, and non-supply may cause delay or inability to proceed in the processing of the application.
- The personal information will be stored in Council’s electronic record keeping system.

I understand and agree that:

My appointment is subject to the passing of a pre-employment medical examination or functional assessment and I authorise the medical practitioner nominated by Council to pass complete details of the examination or assessment to Council.

Before commencing duties, I am required to produce my original qualifications or transcripts, or copies certified true by a Justice of the Peace and original licences.

I am aware that it is an offence under the *Commission for Children and Young People Act 1998* for a person convicted of a serious sex offence to apply for positions designated as ‘Working with Children’ and employment screening will be conducted.

Positions within Council will require preferred applicants to undergo a National Criminal History Record Check.

I do not have a disability, medical condition or work-related injury that I consider might interfere with my performance in this job or pose a risk to my health and safety or that of other employees in the workplace.

An offer of employment is not deemed to be valid unless it is made in writing by the Council’s General Manager (GM) and I have signed a written acceptance of such.

My appointment will be subject to a probationary period to be confirmed in the formal offer of employment.

It is Council policy that recruitment is based on individual merit. The information provided in this form will be used throughout the recruitment process for this particular position and may be disclosed to other employees or delegates involved in recruitment for this position. For successful applicants, employment application forms are retained on personnel files.

I certify that answers and information provided within this application are true and correct and that qualifications I have inserted are genuine. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.

I give permission to Narrandera Shire Council to conduct verification checks on my qualifications and approach referees to verify my claims.

Signature

Date

Applicant Verification Consent

I..... consent to Narrandera Shire Council and/or an appropriate representative of Narrandera Shire Council:

1. Conducting employment screening checks regarding my application for employment at Narrandera Shire Council.
2. Contacting all my previous supervisors where possible for work history purposes.
3. Verifying memberships or other status with professional bodies included in my application for employment.

Should I be the preferred applicant for the applied position:

1. I consent to Narrandera Shire Council contacting my current supervisor.

Note: Should you not want Narrandera Shire Council to contact your current supervisor please advise Council's Human Resources Officer of an alternative contact or contacts within your current organisation so that verification of current employment can be made.

I further acknowledge that any employment or offer of employment may be withdrawn if I have provided false information in support of my claim.

Signature

Date

Section 4 – Application Checklist

Have you read the Position Description and Information Package?



To present the best possible image of yourself and your work experience when completing your application, you MUST undertake and include the following four (4) items:

1. Cover Letter

This is a way of introducing yourself to the selection panel.

- As a general guideline you should include the name of the position in your first paragraph.
- You should state why you are interested in the job.
- In broad terms, detail why you believe you might be the most suitable applicant.

2. Application Form

Ensure you have completed all required information and signed the application form.

- Read and complete the “Applicant Verification Consent” form.

3. Selection Criteria - Address the Position Attributes

You need to address the Position Attributes in both the Qualifications section and the Experience / Knowledge / Attributes section located on Page 3 of the Position Description.

- **This is the most important part of your application.**
- To successfully complete this part of your application, you need to write a paragraph for each point.
- Include examples of what skills, knowledge, experience and qualifications you have acquired, to meet the requirements of the position.

4. Resume / Curriculum Vitae

This is a brief summary of yourself including:

- **Personal details**
- **Educational background**
- **Work history**
- **Additional Information**
- **Referees**
 - Advise your referees that they may be contacted and make sure their contact details are current.
 - Make sure all your information is current.
 - Provide supporting documentation to confirm your experience/ qualifications, for example: copies of certificates (and be prepared to verify your qualifications at interview).