



EMPLOYMENT APPLICATION COVER SHEET/CONSENT FORM

1. This sheet must be completed and attached to the front of your application.
2. Applications will not be accepted if relevant sections are not fully completed.
3. Complete a separate application for each position you wish to be considered.
4. Applications received after closing date may not be accepted.
5. Should you require an interpreter or assistance with access to premises, you are to inform the contact officer.

Name: _____	
Postal Address: _____	
Suburb: _____	Post Code: _____
Contact Telephone No: _____	Mobile: _____
Email Address: _____	
Date of Birth: ____ / ____ / _____	Male <input type="checkbox"/> Female <input type="checkbox"/>
Drivers Licence No: _____	Expiry Date: ____ / ____ / _____ Class: _____
Emergency Contact: _____	
Emergency Contact telephone number: _____	

POSITION APPLIED FOR _____
ESSENTIAL – YOU MUST ENCLOSE
Claims against Selection Criteria as listed on the position description
Copy of resume (including contact details for two (2) referees)
OPTIONAL – ADDITIONAL MATERIAL TO SUPPORT YOUR APPLICATION
Copies of licences or certificates held (do not send originals)

Equal Employment Opportunity (This section is for compliance with EEO legislation only)
Country of Birth: _____ Nationality: _____
Are you an Australian Citizen or Permanent Resident ? Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, do you hold a valid Working Visa? Yes <input type="checkbox"/> No <input type="checkbox"/> (copy will be required)
Are you an Australian Aboriginal and / or Torres Strait Islander? Yes <input type="checkbox"/> No <input type="checkbox"/>
It is the policy of Gilgandra Shire Council to welcome applications from people with disabilities and to attempt to meet reasonable / appropriate work-related requirements of employees.
Do you have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please indicate how the workplace might be adjusted to overcome any barriers that may affect your performance:

Where did you see or hear about the vacancy advertised?

- Newspaper (please specify which one) _____ Council Website
- Local Government Job Directory Word of Mouth (friend, relative etc)
- Job Vacancy Website (eg: Seek) Internal Vacancy Circular Other _____

REFEREES (Regarding work and / or education)

Please provide names and addresses of at least two (2) referees, one of which should be your most recent employer who will be contacted prior to an offer of employment is considered.

1) Name _____ Title _____

Address _____ Organisation _____

_____ Phone _____

2) Name _____ Title _____

Address _____ Organisation _____

_____ Phone _____

Consent (signature required below)

I understand and agree that:-

- Gilgandra Shire Council may arrange for employment screening checks to be carried out
- I certify that all medical particulars will be provided to Council by way of a pre-employment medical should my application be successful.
- Gilgandra Shire Council may contact my nominated referees, **with/without** further confirmation from me (delete with or without in accordance with your wishes)
- Gilgandra Shire Council may verify membership, and seek relevant supporting information pertaining to my qualifications from academic or professional bodies.
- The terms and conditions of my employment will be in accordance with the Local Government Act 1993, the relevant industrial award / agreement and the policies of the Gilgandra Shire Council.

I further confirm that:-

- I certify that all answers and statements on this application form and any attachments thereto are true and complete to the best of my knowledge.
- I understand that should I provide false, untruthful or misleading information, this application may be rejected, offer of employment withdrawn or my employment with Gilgandra Shire Council subsequently terminated.
- I will provide documentary evidence of identification, qualifications and registration prior to commencement.

Name _____ Signature _____ Date ____/____/____

Please return all applications to the General Manager PO Box 23 Gilgandra NSW 2827