



LEETON SHIRE COUNCIL

Preserving the Past, Enhancing the Future

Confidential **Job Application Form**

About this form

This is a multipurpose form

- Section 1 - Provides Council with information about you and the job you are applying for.
- Section 2 - Provides information that helps Council improve its Equal Employment Opportunity programs.
- Section 3 - Provides an Application Checklist and is most important. **An application that does not address the selection criteria as outlined in the position description will be disadvantaged and may inhibit progress of the application.**

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

Newspaper	Internet	Miscellaneous
<input type="checkbox"/> Leeton Irrigator	<input type="checkbox"/> Leeton Shire Website	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Wagga Daily Advertiser	<input type="checkbox"/> Other Job Sites	<input type="checkbox"/> Other please specify
<input type="checkbox"/> LG Jobs		

Section 1

Position Advertised

Position applied for

Personal Details

Title

Ms Mrs Mr

Surname name

Given name(s)

Preferred name
(if applies)

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 you have applied for.

Name	Organisation	Telephone and/or email contact

Requirements for Appointment

You can only be appointed to LEETON SHIRE COUNCIL NSW if you:

- Are an Australian citizen or have the status of permanent resident in Australia.
- Give us proof of identity including birth certificate (for superannuation) and any other original documents such as certificates and licences requested.
- Pass a prescribed pre-employment medical examination or functional assessment as determined by Council
- Undertake a criminal or working with children check if required.

Please answer the following questions:

Is there any medical reason that would prevent you from undertaking the physical requirements of the position? If yes, you are required to provide details in a separate document.	Yes No (please circle)
Do you have any previous or pending workers compensation claim(s) that might affect your ability to undertake tasks and duties of this position? If yes, you are required to provide details in a separate document.	Yes No (please circle)
Do you have any outstanding charges against your drivers licence that would cause it to be disqualified either now or in the future? If yes, you are required to provide details in a separate document.	Yes No (please circle)

Section 2

EQUAL EMPLOYMENT OPPORTUNITY

Any information you give us will be kept strictly confidential. The information will only be used for statistical purposes and will not be available to the selection panel.

Why we need this information:

We need statistical information about the people who apply for jobs and gain employment with LEETON SHIRE COUNCIL NSW. This information allows us to improve our Equal Employment Opportunity (EEO) programs.

The questions are designed by the Office of the Director of Equal Opportunity in Public Employment. They form the basis for all Public Sector EEO reporting.

Q1. Are you an Aboriginal or Torres Strait Islander?

An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Island descent, who identifies as such, and is accepted as such by the community in which she or he lives.

If you are both Aboriginal and Torres Strait Islander please mark both 'Yes' boxes

- Yes, Aboriginal**
- Yes, Torres Strait Islander**
- No**

Q2. Are you from a racial, ethnic or ethno-religious group which is a minority in Australian society?

You should answer 'yes' to this question if you are from a minority because of any of the following:

- Your language background or accent*
- Your religion or culture*
- Your ethnic or racial appearance*
- Your country of birth or descent*

- Yes**
- No**

Q3. What language did you first speak as a child?

- English**
- Other language**

Q4. Are you a person with a disability?

You should answer 'yes' to this question if you have any one or more of the limitations or restrictions listed below:

- a long term medical condition or ailment
- blackouts, fits or loss of consciousness
- speech difficulties in your native language
- restriction in physical activities or in physical work
- *disfigurement or deformity*
- *incomplete use of any part of your body*
- *a psychiatric condition*
- *slowness at learning or understanding*
- *head injury, stroke or any other brain damage*
- *any other condition resulting in a restriction*

No

Yes **If yes, do you require adjustment to be made at work?**

You should answer 'yes' to this question if your disability would make it necessary to change any of the following:

- *the tasks of the job*
- *the equipment you use*
- *the workplace or work area*
- *your working hours*
- *how others behave towards you*

No

Yes

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 voluntarily supplied 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 and/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 NSW Child Protection (Prohibited Employment) 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.

Designated 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.

I consent to employment

An offer of employment is not deemed to be valid unless it is made in writing by the Leeton Shire Council 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 Leeton Shire Council to conduct verification checks on my qualifications and approach referees to verify my claims.

Signature

Date

Section 3

APPLICATION CHECKLIST

<p>Have you read the Position Description and Information Package?</p>	<p>✓</p>
<p>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:-</p>	
<p>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 also state why you are interested in the job and in broad terms, why you believe you might be the most suitable applicant.</p>	
<p>2. Application Form Please ensure you have completed all required information and signed the application form.</p>	
<p>3. Selection Criteria - Address the Essential & Desirable Selection Criteria detailed in the Position Description. Addressing the selection criteria as in the position description is the most important part of your application.</p> <p>After your cover letter attach a statement “Addressing the Selection Criteria”</p> <p>Write a brief paragraph providing examples of what skills, knowledge, experience, qualifications meet the requirements of the position.</p>	
<p>4. Resume This is a brief summary of yourself including:-</p> <ul style="list-style-type: none"> ➤ Personal details ➤ Educational background ➤ Work history ➤ Additional Information ➤ Referees <ul style="list-style-type: none"> <input type="checkbox"/> Make sure all your information is current. <input type="checkbox"/> Advise your referees that they may be contacted and make sure their contact details are current. <input type="checkbox"/> Provide supporting documentation to confirm your experience/qualifications eg. Copy of certificates (be prepared to verify your qualifications at interview) 	