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32-34 Georges Bay Esplanade, St Helens TAS 7216  
ABN 96 017 131 248

## Application for Employment

### PERSONAL DETAILS (Please Print)

GIVEN NAME(s): .....

SURNAME: .....

Preferred Name: .....

Street Address: .....

.....

Post Code: .....

Postal Address: .....

.....

Post Code: .....

Contact Telephone No.: .....

Email : .....

### Section A

Are you applying for an advertised vacancy?  Yes, please state title of the position below.

.....

No, please go to section B

### Section B

If you are applying for casual work, please indicate your area of interest:

Administration

Outdoor

Other .....

**DRIVERS LICENCE INFORMATION**

Licence No.		Class		Exp. Date	
Licence No.		Class		Exp. Date	
Licence No.		Class		Exp. Date	

**RECENT EMPLOYMENT HISTORY**

CURRENT/MOST RECENT EMPLOYER	
POSITION HELD	
FROM	
TO	

SECOND MOST RECENT EMPLOYER	
POSITION HELD	
FROM	
TO	

THIRD MOST RECENT EMPLOYER	
POSITION HELD	
FROM	
TO	

**ADDITIONAL INFORMATION**

WHEN WOULD YOU BE AVAILABLE TO COMMENCE EMPLOYMENT? (Approx.)	
IF EMPLOYED, MINIMUM PERIOD OF NOTICE REQUIRED?	
WHERE DID YOU SEE THE ADVERT FOR THIS POSITION:?	

## **REFEREES**

<b>NAME</b>	
<b>COMPANY/POSITION HELD</b>	
<b>CONTACT TELEPHONE No.</b>	

<b>NAME</b>	
<b>COMPANY/POSITION HELD</b>	
<b>CONTACT TELEPHONE NO.</b>	

## **IMPORTANT INFORMATION**

IF YOU ARE APPLYING FOR AN ADVERTISED POSITION, PLEASE ENSURE THAT YOU INCLUDE THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION:

- 1) LETTER OF APPLICATION.
- 2) STATEMENT ADDRESSING THE SELECTION CRITERIA. \*
- 3) CURRENT RESUME.
- 4) THIS COMPLETED APPLICATION FORM.

**\* COUNCIL WILL NOT CONSIDER ANY APPLICATIONS FOR ADVERTISED POSITIONS IF THE SELECTION CRITERIA HAS NOT BEEN ADDRESSED.**

## **DECLARATION**

I certify that the information provided in this application is, to the best of my knowledge and belief, true and accurate. I understand that Break O'Day Council reserves the right to verify all information in the application and that false information will be sufficient reason for my rejection as an applicant or my dismissal if subsequently employed by Break O'Day Council.

<b>SIGNATURE OF APPLICANT</b>	
<b>DATE</b>	

### **Personal Information Protection Statement**

As required under the *Personal Information Protection Act 2004*

1. Personal information will be collected from you for the purpose of dealing with your application, and may be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act.
2. Failure to provide this information may result in your application not being able to be accepted and processed.
3. Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of the Break O'Day Council.
4. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
5. Personal information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates on request to Break O'Day Council. You may be charged a fee for this service.