

Application for Employment

Personal Details

Given Name(s)	
Surname	
Preferred Name	
Street Address	
Town and Postcode	
Postal Address (if different from your street address)	
Phone number	
Email	
Are you an Australian Citizen with unrestricted working rights (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are on a Working Visa, please state your Visa type and number	
If you are on a Temporary Working Visa, please state your expiry date	

Section A

Are you applying for an advertised position? (if no, please proceed to section B)	
What position are you applying for?	
What type of employment are you seeking?	Fulltime Part-time Casual
Where did you see the advertisement for this position?	

Section B

If you are applying for casual work, please select which area you would prefer to work within	Indoor (office/admin/clerical/professional)
	Outdoor (MTB / township crew / general)

Important Information

Your application must comply with and include the below documentation. Council will not consider any application if the below 5 (five) criteria are not met.

- 1) Letter of Application
Note: No more than 1 page, size 12 font, single spacing, standard margins.
- 2) Statement of Selection Criteria
Note: No more than 5 pages, size 12 font, single spacing, standard margins.
- 3) Current CV/Resume
Note: No more than 5 pages, size 12 font, single spacing, standard margins. Resume must include work history, education, qualifications/training, at least 2 x referees.
- 4) Completed Pre-Employment Health Declaration Form
- 5) Completed Application for Employment

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.

Signature of Applicant	
Date	

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.

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.