



Position Application Form

Cover sheet – Please complete this cover sheet, and attach it to the front of your application. Ensure you have addressed the essential and desirable requirements of the position in your application.

Vacancy Details			
Position Title:	General Hand		
Vacancy Ref. No.:	2017/07	Closing Date:	Tuesday, 13 June 2017 at 4:00pm

Applicant Details						
Title:	Mr.	Mrs.	Ms.	Miss.	Dr.	Other:
First Name:						
Family Name:						
Address:						
Suburb/Town:						
Country:		State:		Postcode:		
Phone Contacts:	Mobile:					
	Home:					
	Work:					
Email Address:						

Completing your application

- Applicants must first obtain a copy of the position description and read and follow the instructions contained in the Job Application Guide.
- Please attach a copy of your Resume. If you don't have a Resume, then the Employment Section of this application form must be completed.
- If you wish you may use this form to submit a handwritten application, or use it as a word processing template. If using the application form as a word processing template, the row will expand to accommodate additional text.
- The criteria may be addressed in sentence, or dot point format.
- Should you be submitting a hand written application and there be insufficient space, please attach additional pages as necessary, and include the relevant item number.



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Response to selection criteria

*When responding to the essential and desirable criteria, describe how you consider yourself suitable against each of the selection criterion and give examples or evidence of how you believe that you meet them. Where a criterion relates to a specific qualification, license or certificate, please **attach copies** of the relevant documents to your application. The Job Application Guide provides hints in relation to addressing the criteria.*

Essential criteria:

Item	Criteria
1	WorkCover Construction Induction Card (Whitecard)
2	Class C drivers licence;
3	Basic skills in the use of hand tools and other minor tools and equipment.
4	Good oral communication skills and the ability to complete basic forms.



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5	General awareness of the principles and practices of Equal Employment Opportunity and Workplace Health and Safety and an ability to apply them in the work place.
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Desirable criteria:

Item	Criteria
6	MR (Medium Rigid) Drivers Licence.
7	Previous experience in general construction and maintenance works.
8	Previous experience in the use of power or pneumatic tools.



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Item	Criteria
9	Experience in the operation of plant and equipment associated with civil engineering works
10	Working knowledge of road construction/maintenance functions and activities.
11	Certificate III in Civil construction or equivalent.
12	Safe Work near Overhead Power Lines training accreditation.
13	RMS Traffic Control qualifications



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Employment History		
<p><i>If a Resume cannot be supplied, please provide details of your employment history to date. Start with your most recent position and ensure that you include details of the position(s) you previously held that support your claim for the position on offer. You must provide enough history to substantiate your claim to the position.</i></p> <p><i>Applicants with prior Council experience should include those details here.</i></p> <p><i>If you have provided your resume, or are a new entrant to the workforce, you do not need to complete this section.</i></p>		
Position held:		
Employment period	From:	To:
Employer's Name & Address		
Key Duties Performed:		
Further comments		
Position held:		
Employment period	From:	To:
Employer's Name & Address		
Key Duties Performed:		
Further comments		
Position held:		
Employment period	From:	To:
Employer's Name & Address		
Key Duties Performed:		
Further comments		



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Employment History continued		
Position held:		
Employment period	From:	To:
Employer's Name & Address		
Key Duties Performed:		
Further comments		
Position held:		
Employment period	From:	To:
Employer's Name & Address		
Key Duties Performed:		
Further comments		
Position held:		
Employment period	From:	To:
Employer's Name & Address		
Key Duties Performed:		
Further comments		



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Referees

Applicants *must* supply the details of at least two current referees. Referees *must* have supervised you in a position requiring performance of the skills/duties of the position on offer, which you claim to have previously performed.

Applicants with prior Council experience must include details of their supervisor here.

This may not be possible for new entrants to the workforce, in which case the most relevant referees should be supplied.

Name of referee:		
Company name:		
Title:		
Relationship to referee: (e.g. supervisor)		
Telephone	Business:	Private:
Mobile:		
You must advise your referee about your application and give them permission to provide a verbal reference. Have you contacted your referee?	Yes	No
Name of referee:		
Company name:		
Title:		
Relationship to referee: (e.g. supervisor)		
Telephone	Business:	Private:
Mobile:		
You must advise your referee about your application and give them permission to provide a verbal reference. Have you contacted your referee?	Yes	No
Name of referee:		
Company name:		
Title:		
Relationship to referee: (e.g. supervisor)		
Telephone	Business:	Private:
Mobile:		
You must advise your referee about your application and give them permission to provide a verbal reference. Have you contacted your referee?	Yes	No



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I have enclosed the following:

- Cover sheet
- Claim against the essential and desirable criteria as detailed in the position description
- Employment history
- Referees
- Resume
- Copies of any licences or certificates I hold (**not** originals)

Please staple or clip your application only. Presentation folders or files will be discarded and will not be returned.

Citizenship / Residency Status

Are you an Australia Citizen <i>(You may be required to supply copies of either a current Passport or Birth Certificate)</i>	Yes No
If not, do you have the "Right to Work in Australia"? Please supply a current certified copy of your Passport and Visa	Yes No

Additional Information

How did you become aware of this vacancy?			
Council's Website	The Northern Daily Leader	The Quirindi Advocate	Other newspaper
Seek.com	My Career.com	Word of mouth	LG Assist website
Aboriginal employment provider	Land Council	Employment Agency	
Other – please specify:			

Equity & Diversity

The data gathered here is for statistical purposes only & will not influence the selection process.			
Do you identify with any of the following groups?	Aboriginal, Torres Strait Islander	Person with a disability	Culturally, Linguistically Diverse (e.g. non-English speaking background)



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Declaration

- I confirm that all the information I have provided is true and correct to the best of my knowledge at the time of submission;
- I understand that providing false or misleading information will result in the immediate withdrawal of my application from the selection process and that any falsely claimed qualifications can lead to my dismissal;
- I declare that all academic and professional qualifications submitted with my application are genuine and I acknowledge that any falsely claimed qualifications will result in my application being withdrawn from the selection process. I give my permission for the relevant educational institution/s to be contacted for verification purposes if required.

I certify that I have read, fully understand and accept all terms of the foregoing statement:

Signed:

Date:

Electronic submission of this application will be taken as providing your statement of truth and acceptance of terms as outlined above.

Lodging your application

Applications marked 'Private and Confidential' and indicating the position reference number should be forwarded by the closing date and time indicated, to the Acting General Manager, Liverpool Plains Shire Council. You may lodge your application by:

- mail to PO Box 152
QUIRINDI NSW 2343;
- email to lpssc@lpssc.nsw.gov.au;
- hand delivery to Council's office at
60 Station Street, QUIRINDI