

#### **Temora Shire Council**

ABN: 55 048 860 109 105 Loftus Street PO Box 262 Temora NSW 2666

Phone: 02 6980 1100 Fax: 02 6980 1138 Email: temshire@temora.nsw.gov.au

# Confidential Position Application Form

BUS-HRRC-001

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### **About this form**

This application form is a source of information, which will be used by Temora Shire Council to assist us in considering your suitability for the position for which you are applying. If successful, such information shall form part of Council's personnel records. Failure to supply the information requested would prejudice Council's ability to assess your suitability for the position

Position Advertised									
Position applied for:									
Personal Details									
Title:	Miss 🗆	Ms D	] Mrs		Mr 🗆	Other:			
Surname:			·						
Given Names:									
Preferred Name:									
Home Address:									
	Town:	Town: State:			Postcode	:			
Postal Address:									
(if different to above)									
	Town:		State:		Postcode	Postcode:			
Contact Details:	Work:			Home:					
	Mobile:	Mobile:			Email:				
Qualifications									
Please provide details of									
any qualifications including university									
degrees, TAFE									
qualifications, licences, certificates, diploma's,									
etc.									
<b>Employment History</b>									
Present or most Recent	Employer:								
Employer:									
Position:									
Status:	Full Time D	Par	t Time	Temporar	у 🗆	Casual $\square$			
Length of Service:					<u> </u>				
Reason for Leaving:									

Employment History continued									
Next Most Recent Employer:									
Employer:									
Position:									
Status:	Full Time		Part Time		Tempor	ary $\square$		Casua	al 🔲
Length of Service:									
Reason for Leaving:									
Next Most Recent Emplo	yer:								
Employer:									
Position:									
Status:	Full Time		Part Time		Tempor	ary $\square$		Casua	al 🔲
Length of Service:							•		
Reason for Leaving:									
Disciplinary Action:									
Have you been the subject employer?	t of disciplinar	y actio	n or been dis	missed	by a previo	us	Yes		No 🗆
If yes, please detail:									
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.									
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to your skills, experience,  Name	qualifications, Posi	and ap	otitude in relat	Orgar	he position	you hav	/e appli	ied fo	r.
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#### **Declaration**

## **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.
- The personal information is voluntarily supplied and non-supply may cause delay or result in the application not proceeding.
- The personal information will be stored in Council's electronic record keeping system.

## **Requirements for Appointment:**

I UNDERSTAND that I can only be appointed to Temora Shire Council if I:

- Provide proof of identity including birth certificate (for superannuation) and any other original documents such as certificates and licences as requested
- Pass a prescribed pre-employment medical examination or functional assessment as determined by council
- Undertake a criminal or working with children check as requested.
- Provide an RMS Traffic Record as requested.

I AGREE to Temora Shire Council carrying out background screening, including but not limited to criminal checks, as necessary as part of this application.

I DECLARE that to the best of my knowledge the information provided in this application and in any Curriculum Vitae/Resume enclosed is accurate.

I UNDERSTAND that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment will be terminated immediately. I also understand that false or incomplete answers relating to my medical history could mean that I cannot receive any workers compensation.

	Date:	
olication to be considered you MUST ensure the following	ng items are in	ncluded in your application:
Cover Letter		
Position Application Form		
Statement Addressing the Selection Criteria		
Resume		
Supporting Documentation		
	Cover Letter Position Application Form Statement Addressing the Selection Criteria Resume	plication to be considered you MUST ensure the following items are in Cover Letter Position Application Form Statement Addressing the Selection Criteria Resume

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