



# CARRATHOOL SHIRE COUNCIL

## Position Application Form

Position: .....

Position Number: .....

This Position Application Form must be completed, signed and attached to the front of your application. Please ensure you have downloaded the Information for Applicants and have addressed the essential and desirable requirements of the position in your application.

### Lodging your application

Applications must quote the position number and should be forwarded by the closing date and time, addressed to the General Manager, Carrathool Shire Council.

You may lodge your application in the following ways:

- Mail to PO Box 12 Goolgowi NSW 2652
- Email to Recruitment@carrathool.nsw.gov.au, or
- Hand deliver to either Council's Goolgowi Office located at 9-11 Cobram Street Goolgowi or the Hillston District Office located at 139-145 High Street Hillston.

### Applicant details:

Name: .....

Postal address: .....

Contact telephone number: .....

Email address: .....

### How did you find out about this position?

- The Area News
- Council's Website
- Word of Mouth
- Other publication (please indicate) .....
- Other website (please indicate) .....

By signing this cover sheet, I:

- authorise for Council to contact the nominated referees,
- declare that the qualifications asserted in my application are genuine and I acknowledge that any falsely claimed qualifications can lead to dismissal,
- agree to undergo a criminal and/or working with children check if required.

Signed: ..... Date: .....

O:\Common\Document Control\FORMS & Checklists\Adopted\Position Application.docx	Effective Date:	02/06/2017
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	4

I have enclosed the following:

- Response to each of the essential and desirable criteria as detailed in the position description
- Copy of my resume
- Copies of all relevant licences
- Signed Verification of Academic Qualifications

**Referees:**

Applicants **must** supply the details of at least **two** current referees.

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No

*Eligibility to Apply - You must be an Australian Citizen or hold permanent residency, (proof must be provided with your application), to be eligible for this position.*

<p><b>Privacy Statement</b></p> <p>Some of the information that Council is collecting from you is personal information for the purposes of the Privacy and <i>Personal Information Protection Act 1998</i> (“PIIP Act”).</p> <p>The intended recipients of the personal information are Human Resources Staff.</p> <p>The supply of the information by you is not negotiable. If you do not provide the information Council will not be able to process your position application. Council has collected this personal information from you in order to process your position application.</p> <p>The information will be retained by Council and stored in Council’s records system. You may make application for access or amendment to your personal information. You may make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIP Act. Carrathool Shire Council is to be regarded as the agency that holds the information.</p> <p>For more information about your privacy please contact Carrathool Shire Council. Complaints or concerns regarding the use of your personal information can be made to Council’s Privacy Contact Officer.</p>
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