Application for Employment

Please print

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Given Name/s |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Unit/Street No |  | Street |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Suburb |  | State  |  | Postcode  |  |

Postal Address (if different from street address)

|  |
| --- |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Suburb |  | State  |  | Postcode  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Phone | H |  | B |  | M |  |

|  |  |
| --- | --- |
| Email |  |

**Are you legally entitled to work in Australia?** (Please ✓ box)

|  |  |
| --- | --- |
|  | Yes, I am an Australian/New Zealand citizen or permanent resident. |
|  | Yes, I hold a valid work visa. |

**Have you previously been employed by or made an application for a position within this Council?**

|  |  |
| --- | --- |
|  | No |
|  | Yes (Please give details) |  |

**Are you applying for an advertised vacancy?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** |  |  | **No** |
| Please state number and title of position: |  | Please state the type of work sought: |
|  |  |  |
|  |  |  |
|  |  |  |
| Your application will be considered for the position and held for a maximum of two years. |  | Your application will be held on reserve file for six months. |

**How did you hear about this vacancy?**

City of Launceston Website [ ]  Seek [ ]  Facebook [ ]  Newspaper [ ]  Word of Mouth [ ]

Other [ ]

Please provide details:

***Please see application process over page***

To complete your application, please attach a covering letter and your resume (including four referees) and sign the declaration on the reverse of this page. The information you should include in your attachments is explained on page 3. If you are applying for an advertised position, please also include a statement addressing the selection criteria.

When completed, please post your application form and attachments to the Manager Human Resources, City of Launceston, PO Box 396, Launceston TAS 7250, or email to contactus@launceston.tas.gov.au, or submit in person to the Customer Service Centre, Town Hall, St John Street Launceston.

**Declaration**

I confirm that all answers and statements on this application form and any attachments provided (including resume) are true and complete to the best of my knowledge. I understand that should I provide untruthful or misleading information, this application may be rejected or my employment with Launceston City Council may subsequently be terminated.

|  |  |  |  |
| --- | --- | --- | --- |
| Your Signature |  | Date |           /          / |

Thank you for applying for employment with City of Launceston.

**Please Note**

All positions with City of Launceston require pre-employment checks of prospective employees because of the nature of duties and responsibilities attached to the positions. These checks **may** include a conviction check and/or identity check, and **will** include a reference check and medical check including a drug screen.

In accordance with Council’s Personal Information Protection Statement (see below) all applicants can access their personal information held by Council. If you consider the personal information to be incorrect, incomplete, out of date or misleading, you can request that the information be amended.

## Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

|  |  |
| --- | --- |
| 1. | Personal information is managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates, on request to Launceston City Council. |
| 2. | Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of Launceston City Council, in accordance with Council's Personal Information Protection Policy (17-Plx-005). |
| 3. | Failure to provide this information may result in your application not being able to be accepted or processed. |

|  |  |
| --- | --- |
|  | **File No.**  |
| **EO** |  | **OD** |  | **Box** |  |
| **Doc. No.** |
| **Action Officer** | **Date Received** |
|  |  |

**Please attach the following items to your application form:**

1. **Covering Letter:** Please attach a covering letter which introduces you and explains why you are applying for a position with Council.

**2. Statement Addressing the Selection Criteria:** If applying for an advertised position, please attach a statement addressing the selection criteria, as detailed in the position description.

 Using each criterion as a heading, provide supporting information and examples to demonstrate how you meet each requirement of the role.

**3. Resume*:*** Please attach a current resume. Your resume should clearly outline your employment history (starting with your most recent employer and working backwards), and should include:

|  |
| --- |
| * names and addresses of current and previous employers
 |
| * the dates you were employed
 | * the positions you held
 |
| * the duties you performed
 | * your reasons for leaving
 |

Your resume should also clearly outline your educational history. This should include any technical, secondary, and/or tertiary qualifications; licenses held; and training programs completed. Please include:

|  |
| --- |
| * the name of the school/institution/training program
 |
| * the level achieved (e.g. certificate, diploma, degree)
 |
| * the dates you were studying
 |

Your resume may also include additional information to support your application, such as additional experience, goals, professional memberships, volunteer work, interests, and achievements.

**4. Referees:**

Please provide up to four (4) referees who may be verbally contacted in regards to your application. At least two (2) and preferably three (3) of these should be employment references, the remainder may be character references. Please provide each referee’s name, organisation, position, telephone contact details, and specify their relationship to you. Council reserves the right to request additional referees.

***PURPOSE***

The purpose of the Application for Employment Form is to: ensure that we have essential contact information for all applicants and understand their legal status for employment; clarify whether applicants are applying for a specific position or submitting a general application and confirm how long we will hold their application on file; detail our requirements regarding the need for a covering letter, resume and referees; provide applicants with information on how and who to submit an application to; confirm that our employment checks include conviction checks, medical checks and drug screens; advise applicants how we will deal with their personal information and what rights they have regarding this information; require a declaration to be signed by the applicant confirming the truth and accuracy of information they have provided and repercussions if this does not occur.

***SCOPE***

All applications for employment submitted to City of Launceston.

***RELATED POLICIES & PROCEDURES***

N/A

***DOCUMENT INFORMATION***

|  |  |
| --- | --- |
| **Reference number** | 22-Fm-083 |
| **Version** | 11/01/2019 |
| **Review** | 11/01/2021 |
|  |  |
| **Key function** | Personnel |
| **System** |  |
| **Document type** | Form |
| **Responsible Directorate** | Corporate Services |
| **Approved by** | Manager Human Resources |
| **Action Officer** | Nicole Walsh |
|  |  |
| **Text search key words** | Application employment recruitment |

|  |  |  |
| --- | --- | --- |
| **To be communicated to***(To be identified by Approver)*(Insert **✓** in relevant row) |  | Department/Area only |
|  | Directorate via Director and Managers |
| **✓** | Specific Areas: |
| * Human Resources
* Customer Services
 |
|  | Organisation-wide |
| **✓** | Website |
|  | Intranet (via a link) |

|  |  |
| --- | --- |
| **Hard copy distribution** | Customer Service |