

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 the City of Launceston Council?

- No
 Yes (Please give details) _____

Are you applying for an advertised vacancy?

- Yes** Please note number and title of position:
 No Please note 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 up to six months.

Please see application process over page

To complete your application, please include a covering letter and your resume (including two recent employment 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 statements addressing the relevant selection criteria.

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

Declaration

I confirm that all responses 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 the City of Launceston may subsequently be terminated.

Your Signature _____

Date / /

Thank you for your interest in joining us!

Please Note:

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

In accordance with City of Launceston's Personal Information Protection Statement (see below) all applicants can access their personal information held by the City of Launceston. 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 <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to the City of Launceston.
2.	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act. Personal information may be disclosed to other public sector bodies, agents or contractors of the City of Launceston, in accordance with our Personal Information Protection Policy (17-Plx-005) and the legislation.
3.	Council officers are bound to maintain appropriate confidentiality in relation to the information they acquire in carrying out their duties.
4.	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	

We are delighted that you want to come and work with us.

To help us receive, acknowledge and consider your application in a timely manner, please be sure to include the following with your application form:

- 1. Covering Letter:** Please include a covering letter which introduces you and explains why you want to come and work with us.
- 2. Statement Addressing the Selection Criteria:** If applying for an advertised vacancy, please include statements addressing the selection criteria highlighted in the Position Description section of the Employment Information Pack for the position.

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

For hints and tips on addressing selection criteria, view our *Addressing the Selection Criteria* brochure, available to download from the Careers page of our website.

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

- names and addresses of current and previous employers
- the dates you were employed
- the duties you performed
- the positions you held
- 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 or development you have 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 at least 2 referees who may be contacted in regards to your application. These should be employment references. Please provide each referee's name, organisation, position, telephone contact details, and specify their relationship to you. City of Launceston reserves the right to request additional referees.