

Private and Confidential



Blackall-Tambo

Regional Council

Job Application Form

Position Name	
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Please note separate application forms are required for each position with Council and must be received by the advertised closing date. Please ensure that your application is fully completed.

Please Note: Do not attach original documents with application, please provide copies.

Part A - Personal Details

Name in Full Miss/Mr/Ms	
Street Address	
Suburb	
State	
Postcode	
Phone Number(Home)	
Phone Number (Day/Work)	
Email Address	
Drivers Licence (class & licence number)	
Do you hold permanent Australian Residency	Yes / No
If No, provide details of Visa Status	

Envelopes to be marked and addressed to:

Private and Confidential
Attention: Group Manager
People, Culture & Safety
Blackall-Tambo Regional Council
PO Box 21
BLACKALL QLD 4472

Telephone:

(07) 46 216 600

Fax:

(07) 46 216 660

Internet Address:

www.btrc.qld.gov.au

Email:

JodieR@btrc.qld.gov.au

Part B – Why have you applied for this position

Please explain why you have applied for this position and the qualities you can bring to this position– *Attach pages if typed or extra hand- written pages are necessary*

Part C – Selection Criteria – *If Applicable*

Please explain how you meet each of the **SELECTION CRITERIA** for the position included in your application package (if applicable). –*Attach pages if typed or extra hand- written pages are necessary (Please do not exceed one page per selection criteria)*

Please note that not all positions require you to address a Selection Criteria.

Part D - Employment History

Please list information about your current and past employment, including temporary, part-time and voluntary work **starting with the most recent.**

[illegible]

Part E – Education (includes University qualifications, TAFE certificates, and Licences and professional development courses)

Please provide details of Tertiary and/or Secondary education you have completed or are currently undertaking. You may be asked to provide the original qualification or course transcript at a later stage.

Year Commenced	Year Completed	Qualification	Institution

Licences eg drivers licence, WorkCover licences, blue card etc

Year Obtained	Expiry Date	Qualification	Institution

Please provide details of any other **training or professional development courses** you have completed that are relevant to this position.

Name of Course	Training Organisation	Year Completed

Part F – Professional Memberships

Please provide details of any professional membership that you currently hold.

Details

Part G - References and Referees

Please provide details of at least three (3) referees who may be contacted to verify your work history. Your referees should be people who have supervised your work. In submitting this application, you are providing authority for Council to contact your referees.

Name of Employer	Contact Person	Position held/ relationship to applicant	Telephone Number	email address
<i>Example- Rural Supplies</i>	<i>Joe Blogs</i>	<i>Manager Recreation - Direct Supervisor</i>	<i>4993 4100</i>	<i>Joe.bloggs@ruralsup.net.au</i>

Please use this space to add any further comments you believe may be relevant to your application:

Part H – Applicant declaration

I understand and agree that:

If any information given by me in this application is found to be false, or if I am found to have deliberately misrepresented or omitted any relevant information, Council may refuse to employ me, or if I am already employed may terminate my employment immediately and without notice or payment in lieu of notice.

I am required to produce, before commencing duties, original qualifications or transcripts. Verification of these documents may be undertaken by Council with my written consent.

It is Council policy that recruitment is based on Equal Employment Opportunity. The information provided in this form will be used throughout the recruitment process for this particular position and may be disclosed to other employees or delegates involved in recruitment for this position.

SignatureDate.....

..... Office Use Only

Date Application Received:	Signed:
Name of Applicant:	<input type="checkbox"/> Resume
Address of applicant:	<input type="checkbox"/> Job Application
	<input type="checkbox"/> Referees
	<input type="checkbox"/> Selection Criteria (if applicable)
	<input type="checkbox"/> Cover Letter