

Hawkesbury City Council

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application for employment cover sheet

Council is an Equal Opportunity Employer and provides a smoke free work environment and is committed to high ethical standards for staff and their dealings with the public, which is reflected in our organisational Code of Conduct.

Position Applied for

Reference No

Surname

Given Names

Home Address

Phone Private Business

Mobile Email

Declarations:

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 to this information is limited to use by Council employees and other authorised persons.
- Supply of the personal information is voluntarily supplied and non-supply may cause delay or inability to proceed in the processing of this form.
- The personal information will be stored in Council's systems.

Have you any known condition that Council will need to accommodate either for interview or for you to perform the duties of the position for which you have applied?

No Yes If yes, please give details:

I certify that all answers and statements on this application form and any attachments thereto 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 Council subsequently terminated.

Signature of Applicant

Date

Please turn over



Source Of Job Advertisement

- Hawkesbury Independent SMH
- Council Website Local Govt. Job Directory
- Other

Residential Status (please complete)

- I am an Australian citizen Yes No
- I am a Permanent Resident of Australia Yes No
- I am eligible to work in Australia Yes No

Referees:

Preferably one of the referees should be your current or most recent employer. If contacted, they will be asked to provide information on your past employment and work performance relevant to the selection criteria for the position.

Name	<input type="text"/>	Name	<input type="text"/>
Position Held	<input type="text"/>	Position Held	<input type="text"/>
Employer	<input type="text"/>	Employer	<input type="text"/>
Phone No	<input type="text"/>	Phone No	<input type="text"/>

The Job Seekers Checklist

Have you:

- Obtained a copy of the 'A Career with Hawkesbury City Council Brochure - applying for a position', *Position Specification and Performance Agreement*, and any other relevant documentation.
- Compiled your application providing all relevant information demonstrating how you meet the selection criteria.
- Attached all supporting documentation securely.
- Signed and dated your application and included a daytime contact phone number/s.
- Ensured your application is received in time to meet the closing date deadline.

The canvassing of Councillors in relation to applications for employment will automatically disqualify the applicant from this process.

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.