

EMPLOYMENT APPLICATION COVER SHEET/ CONSENT FORM

This sheet must be completed and attached to the front of your application.

Name

Postal Address

Post Code

Contact Telephone No(s) Mobile

Email address

ESSENTIAL - YOU MUST ENCLOSE: (tick as appropriate)

- Claims against Selection Criteria as listed on the job description
- Copy of resume (including contact details for referees)

OPTIONAL - ADDITIONAL MATERIAL TO SUPPORT YOUR APPLICATION: (tick if included)

- Copies of any licences or certificates held (do not send originals)

PLEASE INDICATE HOW YOU HEARD ABOUT THIS VACANCY:

- Newspaper (please specify which one) _____
- Council Website
- Local Government Job Directory
- Job Network office/website
- Word of mouth (friend, family, etc.)
- Job vacancy website (eg: Seek)
- Other: _____

Consent (signature required below)

I understand and agree that:-

- Coonamble Shire may arrange for employment screening checks to be carried out
- I certify that all medical particulars will be provided to Council by way of a pre-employment medical should my application be successful.
- Coonamble Shire may contact my nominated referees, with/without further confirmation from me (delete with or without, in accordance with your wishes)
- Coonamble Shire Council may verify membership, and seek relevant supporting information pertaining to my qualifications from academic or professional bodies.

I further confirm that:-

- 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should I provide false, untruthful or misleading information, this application may be rejected, offer of employment withdrawn or my employment with the Coonamble Shire Council subsequently terminated.

Name Signature Date

Form supplied by Coonamble Shire Council in connection with Position.
(please specify)