



Gloucester Shire Council Employment Application

EMPLOYMENT APPLICATION FORM

PRIVATE AND CONFIDENTIAL

IMPORTANT: For consistency, please do not alter or reformat any sections of this form.

As part of Council's employee selection process, you are requested to complete this form in as much detail as possible. Should the space provided be insufficient for the information you wish to provide, please submit on a separate sheet(s) any additional information which you consider will be of assistance to the selection panel. Please note that the information contained in this application will form part of your employment contract with Council and may be independently verified.

POSITION TITLE	
NAME IN FULL (Mr/Mrs/Ms/Miss)	
STREET ADDRESS	
TOWN/CITY/SUBURB	
STATE or TERRITORY	
POSTCODE	
PHONE NUMBER (Home)	
PHONE NUMBER (Day/Work/Mobile)	

I certify that the information contained in this Application is true and correct to the best of my knowledge. I understand that any information that is untrue or misleading will automatically disqualify me from the selection process and any resulting employment.

APPLICANT SIGNATURE	
PRINT FULL NAME	
DATE	



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EDUCATION and QUALIFICATIONS

Please provide details of the highest level of schooling completed, partially or fully completed Trade, Technical College or University course(s) and qualifications obtained. Copies of results obtained should be attached or these may be requested at a future date.

LEVEL	NAME OF SCHOOL/COLLEGE/UNIVERSITY	QUALIFICATION RECEIVED	MONTH, YEAR COMPLETED
Secondary/ High School			
Technical College			
College/ University			

OTHER RELEVANT TRAINING/QUALIFICATIONS

Please provide details of any additional training, qualifications, certificates, courses or (work) experience relevant to this position.

COURSE NAME/TYPE	PROVIDER	DURATION (From/To)	DATE COMPLETED



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EMPLOYMENT HISTORY

Please provide details of your employment history listing your current or most recent employer first. This section is to be a *summary* only and full details of positions held, responsibilities and achievements should be provided in your attached resume.

PERIOD OF EMPLOYMENT (From/To)	NAME OF EMPLOYER	POSITION HELD

EMPLOYMENT REFERENCES

Please provide at least two employment related referees.

REFEREE NAME	POSITION HELD	ORGANISATION	CONTACT NUMBERS (Daytime/After Hours)

ATTACHMENTS

Please attach to this application:

- A statement addressing each essential and desirable selection criteria as outlined in the Position Description and Advertised position.
- A concise CV/Resume, commencing with your most recent employment
- Copies of Qualifications, Certificates, Achievement Awards and/or other documents

FORWARDING YOUR APPLICATION

Completed Applications should be posted together with all attachments to – **The General Manager, PO Box 11, Gloucester NSW 2422**, OR they may be delivered **by hand** to the **Administration Centre, 89 King Street, Gloucester** OR they may be emailed to council@gloucester.nsw.gov.au to reach Council's offices by the closing date.