

COBAR SHIRE COUNCIL

APPLICATION FOR EMPLOYMENT

(Must be completed in full to be eligible for appointment)

POSITION APPLIED FOR: _____ **ETO** _____ Permanent
Temporary
Part Time

NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____

DRIVERS LICENCE: YES/NO CLASS _____

EDUCATIONAL QUALIFICATIONS.

Please attach a full copy of academic transcripts for any recent senior school studies and/or University/College studies completed or currently being undertaken.

Please provide a summary of your educational background.

(A) SECONDARY EDUCATION

<i>YEARS</i>	<i>NAME OF SCHOOL</i>	<i>CERTIFICATE AWARDED</i>

(B) TERTIARY EDUCATION

<i>YEARS</i>	<i>NAME OF INSTITUTION</i>	<i>DEGREE/DIPLOMA/ CERTIFICATE AWARDED</i>

(C) OTHER QUALIFICATIONS

Please attach a copy of certificates or statements for membership of any professional associations, short and/or non-accredited courses which you have completed and are relevant to the position for which you are applying.

Please provide a summary of these other qualifications.

<i>DATES</i>	<i>SUBJECT/COURSE</i>	<i>ORGANISATION CONDUCTING COURSE</i>	<i>CERTIFICATE AWARDED</i>

(D) PROFESSIONAL ASSOCIATIONS

<i>NAME OF PROFESSIONAL BODY</i>	<i>GRADE OF MEMBERSHIP</i>	<i>DATE OF APPOINTMENT</i>

PREVIOUS EMPLOYMENT.

Please provide a summary of your full employment background.

<i>EMPLOYER</i>	<i>POSITION</i>	<i>PERIOD HELD</i>	<i>MAIN DUTIES & RESPONSIBILITIES</i>
1)			
2)			
3)			
4)			

REFEREES.

Please list names and contact numbers of three (3) referees and attach two (2) written references.

SELECTION CRITERIA.

The position for which you have applied for requires qualifications and/or experience, which are considered essential and desirable in performing the duties of this position.

Please address all elements of the essential and desirable criteria as fully as possible.

IMPORTANT: *To be eligible for this position, all applicants must satisfy all elements of the Essential Criteria and address the Desirable Criteria as listed below. Applicants who do not satisfy the essential criteria, or do not complete this application form will not be considered for this position.*

ESSENTIAL CRITERIA:

- Class C Licence.

- Degree/diploma in a relevant discipline or extensive relevant experience

- Commitment to OHS and EEO

- Effective oral and written communication skills

- A commitment to excellent customer service

- Demonstrated ability to carry out contract management

- Demonstrated ability to plan and organise works to meet time and cost targets

- Demonstrated ability to set and achieve targets and work as a member of a team

- Demonstrated ability to use CivilCad and other programs

- Demonstrated ability to use Total Station and GPS

DESIRABLE CRITERIA:

- OHS Construction Induction (White Card) Certificate

- Airport Reporting Officers Certificate

- Competent in the use of MapInfo

- Demonstrated knowledge of relevant Australian Standards and legislative requirements

- Demonstrated ability to prepare and implement Management Plans

- Demonstrated ability to draft original works schedules

- Demonstrated ability to set out cost effective works programmes

- Demonstrated ability to plan and evaluate work teams

- Demonstrated ability to cost and monitor works expenditure

- Demonstrated ability to solve problems of a non-routine nature

- Demonstrated ability to source approved grant funding

- Basic knowledge of Council's financial procedures

- Demonstrated ability to report to management on the cost of individual works

- Demonstrated ability to report on management on the cost of individual works

- Demonstrated continuous improvement to service delivery

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 certify that all medical particulars will be provided to Council by way of a pre-employment medical should my application be successful.

I understand that should I provide untruthful or misleading information, this application may be rejected or my employment with the Cobar Shire Council subsequently terminated.

Signed: _____ Date: _____

Please place in a sealed envelope marked “*Confidential –ETO*” and forward your application to:

The General Manager
Cobar Shire Council
PO Box 223
COBAR NSW 2835

Telephone: (02) 6836 2005
Facsimile: (02) 6836 3574

Thank you for applying for this position.