

# COBAR SHIRE COUNCIL

## APPLICATION FOR EMPLOYMENT

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

POSITION APPLIED FOR: Urban Maintenance and Construction Supervisor \_\_\_ 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 &amp; RESPONSIBILITIES</i>
1)			
2)			
3)			
4)			

**REFEREES.**

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

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**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 drivers licence

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- OHS White Card

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- Effective oral and written communication skills

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- Basic/Intermediate computer skills

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- Ability to liaise tactfully with staff, public and statutory bodies

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- Broad experience in the areas of construction and maintenance

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- Demonstrated ability and experience in the supervision of staff

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- Demonstrated ability and experience in organising and scheduling works to meet time and cost targets

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- Knowledge of and commitment to implement Equal Employment Opportunity principles and Occupational Health and Safety practices

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- Ability to read levels and carry out setting out of works

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- Knowledge of relevant awards and industrial agreements

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- Extensive relevant work experience in the application of skills in the most complex areas of the job

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## DESIRABLE CRITERIA

- HR Driver Licence

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- Ability to comprehend engineering plans and specifications

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- Knowledge of traffic control procedures for the safe conduct of traffic through works

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- Knowledge of grave-digging procedures and cemetery management

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- Knowledge of procedures associated with playground equipment installation maintenance and inspections.

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- Qualifications in the application and use of chemicals

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- Knowledge of road construction plant and equipment

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- Knowledge of the handling and performance characteristics of road making materials, an understanding of the road making materials testing procedures and experience in rural gravel and sealed road maintenance and rehabilitation works

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- Experience in supervision of Contract Works

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- Advanced Certificate of Trade or Associate Diploma combined with extensive relevant work experience in the application of skills in the most complex areas of the job

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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 – Records Officer (permanent part time)” and forward your application to:

The General Manager  
Cobar Shire Council  
Po Box 223  
**COBAR NSW 2835**

Telephone: (02) 6836 5888  
Facsimile: (02) 6836 5889

*Thank you for applying for this position.*