

COBAR SHIRE COUNCIL

APPLICATION FOR EMPLOYMENT

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

POSITION APPLIED FOR: _____ **WORKS MANAGER** _____ 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.

- Qualifications and experience.

- Demonstrated commitment to implement OHS and EEO.

- Demonstrated leadership skills to manage and motivate staff to work as individuals or as part of a team.

- Demonstrated ability to research and prepare original detailed reports and correspondence.

- Demonstrated ability to investigate, apply knowledge, problem solve and to make decisions.

- Demonstrated ability to set and achieve goals within time constraints.

- Demonstrated ability to manage road construction and road maintenance projects.

- Proven knowledge and experience in contract management

- Proven organisational and time management skills

- Highly developed communication skills and ability to liaise with all stakeholders as well as prepare reports and correspondence.

- Demonstrated ability to manage project costs and control and develop budgets/estimates for individual projects.

DESIRABLE CRITERIA:

- Demonstrated experience in the preparation of tender documentation

- Demonstrated experience in quality assurance in construction industry

- Understanding of OH&S and environmental management on construction works

- Knowledge of Local Government Act 1993 and other legislation relevant to the functions of the department and organisation as a whole

- Post graduate qualifications in Management or other relevant discipline

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 – Works Manager*” 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.