



**JOB APPLICATION FORM**

*Appointment on merit is Auburn Council's policy*

**POSITION DETAILS**

Position Applied for

Job Reference No.


**PERSONAL DETAILS**

Title

Ms  Mr  Miss  Other .....

Surname

First Name(s)

Contact Address

Postcode:

Telephone Number

W ( ) H ( )

Mobile number:

Email address


Are you legally entitled to work in Australia?

Yes

or

No

Have you previously worked for Auburn Council?

Yes

or

No

Current Employer:

Current Position:


Employment History:

Please include details of the employer's name, the position and period of employment in the space provided (Last 10 years only).

Medical Information:

Please provide details of your injury history, including all compensable or non-compensable injuries incurred.

**How did you hear about this job?**

- Newspaper advertisement
- my.career.com.au
- Council's Website
- other

**OTHER SUPPORTING INFORMATION**

Appointment to Council is based on merit. Merit is determined through an assessment of a person's skills, knowledge, abilities and potential against the selection criteria for the position based on the written application, interview process and the opinion of referees.

**REFEREES**

To assist your application, please give the names and telephone numbers of two people who may be contacted about your application. Preferably, one of the referees should be your current supervisor. If contacted, they will be asked to provide information on your past employment and work performance relevant to the selection criteria for the position. Non-work related referees will not be accepted.

Name	Name
Position held:	Position held:
Employer:	Employer:
Telephone No.	Telephone No.

**RESUME**

Please attach your resume detailing your employment or work history. Please ensure that you include the title of the position you held, the name of your employer, your responsibilities and any work related achievements.
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**CLAIMS AGAINST THE SELECTION CRITERIA DOCUMENT**

Please refer to the Selection Criteria detailed in the advertisement and duplicated in the Information Package. The selection criteria will be used to assess your application. Therefore, please ensure that you list each of the selection criteria and state how your experience, skills, qualifications and knowledge enable you to meet them, so that the selection panel can form an accurate assessment of your eligibility for the position.

*Permanent employment with Council is subject to:*

- 1. The applicant successfully passing a prescribed pre-employment medical assessment;*
- 2. The applicant being an Australian citizen or having the status of permanent resident of Australia; and*
- 3. The applicant (if applicable) obtaining clearance in relation to the Working with Children Check.*

**DECLARATION**

I declare that information provided in my application is true and correct.

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Signature \_\_\_\_\_ date \_\_\_\_\_

**EEO Data Collection**

Completion of this section is **NOT** compulsory. The EEO information collected will assist Council in implementing EEO strategies and policies.

Are you from a Non-English Speaking Background (NESB)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you speak a second language? _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you an Aboriginal or Torres Strait Islander?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a person with a disability? If yes, do you have any special requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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**PRIVACY NOTE**

The supply of this information is voluntary. If you cannot provide, or do not wish to provide the information sought, Council may be unable to process your application. The personal information you provided in your application will be utilised and stored for the purposes of processing your application and would be viewed by relevant Council staff only.