

Town Services Officer Application Form
PLEASE ATTACH THIS FORM TO THE FRONT OF YOUR APPLICATION

POSITION DETAILS	
Position Advertised:	Town Services Officer
Location:	<input type="checkbox"/> Administration <input type="checkbox"/> Planning and Development <input checked="" type="checkbox"/> Works
Reference:	

PERSONAL DETAILS	
Surname:	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Given Names:	Date of Birth:
Address:	
Suburb:	Postcode:
Daytime Contact No:	Email:
Nationality:	<i>Are you a permanent resident of Australia, or have your been granted permanent residence?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No – If no, please attach copy of a Visa validating permission to work in Australia
Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY			
<input type="checkbox"/> Refer to attached CV / Resume for complete details (please tick if attached)			
Period of Employment	Name of Employer	Position Held	Reason for Leaving

EMPLOYMENT REFERENCES	
<i>Please provide details of at least two contactable work-related referees:</i>	
(Referee 1)	(Referee 2)
Name:	Name:
Position Held:	Position Held:
Company:	Company:
Contact No:	Contact No:
How soon would you be able to commence work?	How did you find out about the position (i.e. facebook, newspaper)?

EDUCATION / TRADE DETAILS

Refer to attached CV / Resume for complete details (please tick if attached)

Highest Level attained (e.g. Year 10, 11, 12, TAFE, University):

Year	Name of School / Institution	Certificate / Qualification Obtained

Current Studies being undertaken

Year	Name of School / Institution	Details

Other Qualifications / Training (e.g. Trade details, Certificates / Licences held, or other relevant information):

SUPPLEMENTARY DETAILS – HEALTH / MEDICAL ISSUES

Do you consider your overall health to be: Excellent Good Average Fair
Are there any reasons you may be unable to fulfil the requirements of this position? No Yes

Please provide details:

Are you currently receiving or have you made a claim for and received Workers Compensation or Insurance benefits for any reason? No Yes

Please provide details (e.g. Year of injury, Company worked for, Period of time off work):

SUPPLEMENTARY DETAILS - CONVICTIONS

Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? (You need to give details of any conviction that has been declared spend under the *Spent Convictions Act 1988*). No Yes

Please provide details:

A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for.

APPLICANT DECLARATION

1. I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate, and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that Council reserves the right to verify all information on this application and that any false or misleading statement will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National police Clearance, Motor Vehicle Licences and Tertiary Qualifications where applicable.
3. I understand that Council's recruitment and selection procedure involves a pre-employment medical examination by a Council approved medical centre, at Council's expense, and that original results of this examination are required to be disclosed to this organisation prior to commencement date.

Signature of Applicant: _____

Date: _____

APPLICATION CHECKLIST

- Application Form
- Covering Letter
- Resume
- Copies (not originals) of supporting documentation
- Full application has been proofread prior to submitting
- Application has been photocopied for personal reference