

Application for Advertised Vacancy



ALL INFORMATION PROVIDED IN YOUR APPLICATION WILL BE TREATED CONFIDENTIALLY.

Your complete application must be submitted prior to the advertised closing date and time to be considered.

1. ADVERTISED VACANCY DETAILS

Position Title	
Position (Ref:) Number	

2. PERSONAL DETAILS

<input type="checkbox"/> MR	<input type="checkbox"/> MRS	<input type="checkbox"/> MISS	<input type="checkbox"/> MS	<input type="checkbox"/> DR
Surname				
First Name				
Preferred Name				
Address				
Suburb				
State				
Postcode				
Telephone (Primary)				
Telephone (Secondary)				
Email Address				

3. ELIGIBILITY

- To be eligible for a permanent appointment at the City of Greater Geraldton it is essential that you are an Australian citizen or have permanent residency status in Australia.
- To be eligible for a fixed term appointment you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.

Are you an Australian Citizen or permanent resident?

Yes No

Do you have a current working visa? Yes No

If you have a working visa: Visa Class: _____

Expiry Date: _____



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4. HOW DID YOU HEAR ABOUT THIS POSITION?

City of Greater Geraldton Website	<input type="checkbox"/>
SEEK	<input type="checkbox"/>
Newspaper (Please specify)	<input type="checkbox"/>
Social Networking Site (Please specify)	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>

5. REFEREES (PLEASE PROVIDE DETAILS OF TWO REFEREES, IDEALLY A DIRECT LINE SUPERVISOR)

Please note that referees will not be contacted without prior consent

Name	
Organisation	
Contact Address	
Telephone	
Email	
Relationship	
Name	
Organisation	
Contact Address	
Telephone	
Email	
Relationship	

6. HEALTH

To the best of your knowledge and belief do you have a medical condition, disability or injury which may preclude you from undertaking the duties of the position you are applying for?

Yes No

Applicants who have a health condition, disability or injury are invited to discuss its relevance or otherwise with the panel convenor. It is NOT a barrier to consideration of an application for employment. However, if it is likely to affect your work performance or could recur or be aggravated by the type of work for which you are applying you must disclose this information.

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7. CONVICTIONS

A criminal record does not necessarily disqualify an applicant. However, it is necessary for you to advise whether you have ever been convicted of any offence in any court; or are currently the subject of any charge pending before any court?

Yes No

If yes, please give details

If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before the final decision is made. You are not required to provide details of convictions declared "Spent" under the 'Spent Convictions Act' 1988.

NOTE: Offers of employment will be subject to applicants providing a National Police Clearance and appropriate evidence of Australian Citizenship, no later than 14 days prior to their commencement. The City of Greater Geraldton reserves the right to withdraw the offer of employment where an applicant possesses a conviction that the City of Greater Geraldton considers to be at conflict with their employment.

8. DECLARATION

I declare the above statements to be true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

Signature	
Date	

