



## APPLICATION FOR EMPLOYMENT FORM

### Sighting of Advertisement

To assist Richmond Shire Council (RSC) in undertaking effective advertising, please indicate where you saw this vacancy advertised (for those persons not currently employed by RSC):

Newspaper:  Please specify:

RSC Website:  Other website/s  Please specify:

Community Newsletter:  Other – Please specify:

### Vacancy Details

To apply for a **Labourer, Plant Operator or Truck Driver** position with Council, full completion of this form and submission by the due date is sufficient. NOTE THAT applicants for **all other vacancies** must **also** complete and attach the relevant Key Selection Criteria Statement in order for their application to be considered.

The application must be forwarded to:

**Postal:** Chief Executive Officer, Richmond Shire Council, PO Box 18, Richmond Queensland 4822.

**Email:** [jobs@richmond.qld.gov.au](mailto:jobs@richmond.qld.gov.au) **Fax:** (07) 4741 3308.

Vacancy applying for:

Ref No: VRN

### Collection Notice

The information being collected in this form is for the purposes of assessing your application for employment with Council. Staff and Council representatives who are involved with the recruitment and selection process may be privy to the information collected in this form. Council may disclose your personal information to:

- Council's medical practitioners where a satisfactory medical assessment is a condition of the offer of employment; &
- other organisations, agencies and individuals as necessary to verify the details of your application and determine suitability for employment (including but not limited to State or Federal Police Service to conduct a criminal history check; Universities/Institutions to verify qualifications; referees).

The details provided in this form will not be disclosed to any other third party apart from the above-mentioned third parties without your consent unless Council is required to do so by law, in accordance with the *Information Privacy Act 2009 (Queensland)*.

### Applicant Details

Surname:

First name:

Postal Address:

Town/Suburb:

State:

Postcode:

Telephone Number:

Mobile number:

Email Address:

Do you have the legal right to obtain employment in Australia?:

Yes  No

(note – evidence will need to be produced)

### Driver's Licence Details

Class of Licence Held:

C (Car)  LR  MR  HR  MC  HC  RE  UD   
Restricted  Open  Provisional  Learner's

Licence Issued In: Queensland  Another Australian State/Territory  International

Licence Type: (please circle) Automatic/Manual

### Plant Operator Ticket Details

Please select the plant for which you hold a current Certificate of Competency (e.g. WH&S QLD Plant Operator ticket and/or a Certificate of Competency from a Registered Training Organisation):

Excavator (LE)  Front-end Loader (LL)  Roller (LR)  Scraper (LP)  Forklift (HRW)   
Grader (LG)  Front-end Loader/Backhoe(LB)  Dozer (LZ)  Skid-steer Loader (LS)

### Trade Certificates

Please list the Trade Certificates which you currently hold (e.g. carpentry, diesel fitter, plumbing):

### Qualifications

Do you possess a "Blue" or "White" Card? (General Safety Induction [Construction Industry] Certification)  
Yes  No

Do you possess a "Blue" Card? (Working with Children Certification)  
Yes  No

Primary/Secondary Education: School – year finalised (e.g. 1989): \_\_\_\_\_  
School – year graduated (e.g. Year 10): \_\_\_\_\_

Tertiary Qualification (1): Certificate  Diploma  Degree  Post Graduate   
Course Name: \_\_\_\_\_

Tertiary Qualification (2): Certificate  Diploma  Degree  Post Graduate   
Course Name: \_\_\_\_\_

### Other Tickets/Licences/Qualifications

Please list any other tickets/licences/qualifications you currently hold:

Traffic Control  Traffic Management (Level \_\_\_\_\_)  Chainsaw (Level \_\_\_\_\_)   
ACDC Licence  Crane/Hoist (HRW)  CPR Certificate  First Aid (Level \_\_\_\_\_)

Other (list): \_\_\_\_\_

### Employment History

Please provide details of your employment history **most applicable** to the position you are applying for. If a resumé is being provided which includes **all** of the details requested below, you may write "refer to resumé".

Employer (1): \_\_\_\_\_

**Position Title  
and Summary  
of Duties:**

Length of Service: \_\_\_\_\_

Year Completed Service: \_\_\_\_\_

Employer (2): \_\_\_\_\_

**Position Title and Summary of Duties:** \_\_\_\_\_

Length of Service: \_\_\_\_\_ Year Completed Service: \_\_\_\_\_

Employer (3): \_\_\_\_\_

**Position Title and Summary of Duties:** \_\_\_\_\_

Length of Service: \_\_\_\_\_ Year Completed Service: \_\_\_\_\_

Employer (4): \_\_\_\_\_

**Position Title and Summary of Duties:** \_\_\_\_\_

Length of Service: \_\_\_\_\_ Year Completed Service: \_\_\_\_\_

**Work-related Referees**

*A minimum of 2 work-related referees is **mandatory** for all applicants not currently employed by RSC, although the referee details may be provided at a later date. A referee should be a person who **directly supervised** you in the workplace.*

Do you permit RSC to contact your referees without first consulting you?:  Yes  No

Name: \_\_\_\_\_ Telephone Number (1): \_\_\_\_\_

Organisation: \_\_\_\_\_ Telephone Number (2): \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number (1): \_\_\_\_\_

Organisation: \_\_\_\_\_ Telephone Number (2): \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number (1): \_\_\_\_\_

Organisation: \_\_\_\_\_ Telephone Number (2): \_\_\_\_\_

**Applicant Declaration**

I certify that the information contained in this Application for Employment form and any other written information submitted as part of my application is true and complete. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Richmond Shire Council (RSC) subsequently terminated.

I understand that I will be required to present original licences, tickets and qualifications (including proof of my ability to work in Australia) upon, or prior to, commencement of employment with RSC.

I understand that I may be subject to undergo a pre-employment medical examination (including a drug and alcohol test), criminal history check, check on eligibility to obtain a "Blue Card" (working with children), and other checks/tests (e.g. literacy and numeracy tests, plant competency tests) in order to obtain employment with RSC. I understand that if I am offered employment with Richmond Shire Council I will be asked to disclose all pre-existing injuries or medical conditions that could reasonably be expected to be aggravated by performing the employment-related duties, and that this may form part of the pre-employment medical examination process.

I understand that some positions with Council require the employee to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_