

CITY OF BALLARAT



Application Cover Sheet

Position Applied for: _____

Note: Applicants are required to respond to the Key Selection Criteria in their applications

Full Name: _____

Address: _____ Suburb: _____

State: _____ Post Code: _____

Email Address: _____

Phone: _____ Mobile: _____ Other: _____

Do you have?

Current Driver's License	Y/N
Current First Aid Certificate	Y/N
Current Police Check (not more than 6 months old)	Y/N
Are you willing to undertake a Police Check if required?	Y/N
Have you completed the attached <u>Professional Referees</u> form?	Y/N
Have you read and understood the <u>Position Description</u> ?	Y/N
Have you read 'How to Apply' instructions in the Information Pack?	Y/N

What is your availability to work e.g. hours, days and date of commencement?

Where did you see this position advertised?

Are you?

A current employee of the City of Ballarat? **Y/N**
A past employee of the City of Ballarat? **Y/N** Year employment ended: _____

****** Don't forget to attach your Resume and address the Key Selection Criteria ******

[Right to Work](#)

Please note that in order to work at the City of Ballarat, you must have the legal right or be in the process to obtain permission to work in Australia. If you do not currently have that right, you may apply for this position and the Council may be able to assist you in obtaining that right; however the Council offers no guarantee of such assistance.

Are you an Australian citizen? Yes No

If No, please tick appropriate evidence that you can provide:

- Certificate of evidence of resident status
- Valid visa with work right

PRIVACY ACT INFORMATION AND DECLARATION

The personal information requested on this form is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

[Professional Referees](#)

I hereby agree to the following nominated persons acting as referees and being contacted for the purpose of seeking referee information regarding my previous employment performance and my suitability for future employment:

Name of Referee (Direct Manager if possible)	Company and Position	Contact Phone Number
1.		
2.		
3.		

I confirm that the above referees have been contacted by me and have consented to acting as referees on my behalf. I understand that failure to gain the consent of the persons listed above to act as referees may result in the City of Ballarat not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the *Privacy and Data Protection Act 2014*, including the provision of access to that information.

Name of Applicant

Signature

Date