



# Application for Employment

Please complete a separate application form for **each** position being applied for.

You **must** attach a resume to your application.

You may also wish to attach additional supporting documentation.

Position applying for: Facilities Coordinator		Reference Number: 2021-027	
<b><u>Applicant Details</u></b>			
Surname:		First name:	
Postal Address:			
Contact Number:		Alternate Number:	
Email Address:			
<b><u>Summary of Work History</u></b>			
<b>Current Employer:</b>		Commenced: / /	
Location:			
Main Duties:			
<b>Previous Employer:</b>		Commenced: / /	
Location:		Concluded: / /	
Main Duties:			
<b>Previous Employer:</b>		Commenced: / /	
Location:		Concluded: / /	
Main Duties:			

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## Application Questions

Please attach a copy of your current resume and Cover Letter.

Yes  No

Do you require any special arrangements at an interview?  Yes  No

If yes, please provide details below

.....  
.....

Do you hold a current Queensland Driver's Licence?  Yes  No

If yes, Number: .....

What is your current Residency Status?

- Australian Citizen
- New Zealand Citizen
- A Permanent Resident of Australia
- Non-citizen with a valid visa that provides work rights
- Other

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines?

Yes  No

As an employee of Balonne Shire Council, employees must agree to act in accordance with: all Council policies and procedures; Local Government Act 2009; Council's Code of Conduct; Council's Organisational Values and Behaviours; and the Enterprise Bargaining Agreement, including being willing to work flexible hours to meet the requirements of the position.

- Agree
- Neither
- Disagree

Where did you find this advertisement?

- Facebook/Social Media
- Employee Referral
- Newspaper
- Council Website
- Other

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## Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Organisation: \_\_\_\_\_ *Direct Supervisor?*  Yes  No

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Organisation: \_\_\_\_\_ *Direct Supervisor?*  Yes  No

## Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated.

I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Applicant's Name (*Print*): .....

Signature : .....

Date : .....

*Thank you for your interest and for considering us as a potential employer.  
Balonne Shire Council is an Equal Employment Opportunity Employer.*