

Job Application Form

P&C USE ONLY

Date Received: _____

Acknowledged: _____

Internal/External

This job application form **MUST** be completed when applying for positions with Gold Coast City Council.

Part A: Vacancy Details

| | | | |
|-------------------|--|---------------|--|
| Position Title: | | | |
| Vacancy Ref. No.: | | Closing Date: | |

Part B: Applicant Details

| | | | | | | |
|---|------------------------------|-------------------------------|------------------------------|--------------------------------|------------------------------|--------|
| Title: | <input type="checkbox"/> Mr. | <input type="checkbox"/> Mrs. | <input type="checkbox"/> Ms. | <input type="checkbox"/> Miss. | <input type="checkbox"/> Dr. | Other: |
| First Name: | | | | | | |
| Surname: | | | | | | |
| Address: | | | | | | |
| Suburb: | | State: | | Postcode: | | |
| Country: | | | | | | |
| Mobile Number: | | Home Phone Number: | | | | |
| Work Number: | | Email Address: | | | | |
| Citizenship: | | | | | | |
| If you are not an Australian citizen, please provide the following information: | | | | | | |
| Type of Visa: | | Expiry Date: | | | | |
| Visa Number: | | Work Eligibility: | <input type="checkbox"/> YES | <input type="checkbox"/> NO | | |

Part C: Additional Info

| | | | |
|---|--|--|--|
| Are you currently employed by Gold Coast City Council? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Position Title: | | Directorate: | |
| Start Date: | | End Date: | |
| If you are a current employee with GCCC, are you currently participating in the redeployment program? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Have you received a severance payment due to redundancy from Council in the past 12 months? | <input type="checkbox"/> YES (you are not eligible to apply) | <input type="checkbox"/> NO | |
| How did you become aware of this vacancy? | | | |
| <input type="checkbox"/> GCCC Intranet | <input type="checkbox"/> GCCC Website | <input type="checkbox"/> Employee Referral | <input type="checkbox"/> GC Bulletin |
| <input type="checkbox"/> Seek.com | <input type="checkbox"/> Courier Mail | <input type="checkbox"/> My Career.com | <input type="checkbox"/> Agency |
| <input type="checkbox"/> LGAQ website | <input type="checkbox"/> AWA website | <input type="checkbox"/> Career One | <input type="checkbox"/> LG Jobs website |
| <input type="checkbox"/> Other – please specify: | | | |

Part D: Equity & Diversity

The data gathered here is for statistical purposes only & will not influence the selection process.

| | | | |
|---|---|---|---|
| Do you identify with any of the following groups? | <input type="checkbox"/> Indigenous | <input type="checkbox"/> Person with a disability | <input type="checkbox"/> Long-term unemployed |
| | <input type="checkbox"/> Refugee (within 5 years) | <input type="checkbox"/> New Migrant (within 2 years) | <input type="checkbox"/> Culturally/Linguistically Diverse (e.g. non-English speaking background) |

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Part E: Key Selection Criteria

When responding to the selection criteria, identify the key points in the criteria and outline how you meet the criteria. Give practical examples of how you meet each criterion, for example, previous work experience, voluntary work, tertiary or school-based projects, training courses or qualifications. Where a criterion relates to a specific qualification, license or certificate, please attach copies of the relevant documents to your application.

Key Selection Criteria 1:**Key Selection Criteria 2:****Key Selection Criteria 3:****Key Selection Criteria 4:****Key Selection Criteria 5:****Key Selection Criteria 6:****Key Selection Criteria 7:**

If there are more than seven (7) key selection criteria, please insert additional lines.

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Part F- Education and Employment History

If you are able to attach a copy of your resume/curriculum vitae to your application, you do not need to complete this section. Please go straight to Part G.

Please provide details of highest educational (secondary/tertiary) standard achieved:

| | |
|-----------------|--|
| Place of Study: | |
| Course Name: | |
| Date Completed: | |

| | |
|-----------------|--|
| Place of Study: | |
| Course Name: | |
| Date Completed: | |

Please provide details of licenses, certificates or qualifications relevant to the position you are applying for:

| | | | |
|----------------|--|-----------------|--|
| Certificate: | | Date completed: | |
| | | | |
| Licence: | | Valid to: | |
| | | | |
| Qualification: | | Date completed: | |

Please provide details of your employment history to date, starting with your most recent position

| | | | | | |
|----------------------------|--|-------|--|-----|--|
| Position held: | | From: | | To: | |
| Employer's Name & Address: | | | | | |
| Key Duties Performed: | | | | | |
| Reason for Leaving: | | | | | |

| | | | | | |
|----------------------------|--|-------|--|-----|--|
| Position held: | | From: | | To: | |
| Employer's Name & Address: | | | | | |
| Key Duties Performed: | | | | | |
| Reason for Leaving: | | | | | |

| | | | | | |
|----------------------------|--|-------|--|-----|--|
| Position held: | | From: | | To: | |
| Employer's Name & Address: | | | | | |
| Key Duties Performed: | | | | | |
| Reason for Leaving: | | | | | |

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Part G: Referee Details

| | |
|---|--|
| Name: | |
| Company: | |
| Contact details: | |
| Relationship to you (e.g. Supervisor, Manager) | |
| | |
| Name: | |
| Company: | |
| Contact details: | |
| Relationship to you (e.g. Supervisor, Manager) | |

Part H: Applicant Declaration

I certify that the information I have provided is true and correct.

Name:

Date:

Important Information: Gold Coast City Council is collecting your personal information in accordance with the Local Government Act 2009 in order to ensure that all recruitment processes are dealt with on the basis of merit. The information will only be used by authorised Council officers and occasionally Recruitment Agencies acting on behalf of Council for the purpose of assessing your skills and experience against position requirements and ensuring our records are accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.