

# 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:		Date of Birth:				
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 or have you ever been employed by GCCC?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Current/Most Recent Position Title:		Payroll No.:	
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: Suitability Statement**

**Mandatory qualifications/requirements** – please list the qualifications that you have that are relevant to the position.

Outline how your skills, experience, abilities, knowledge and personal qualities are relevant to the key responsibilities of the role, taking into account **personal attributes** and **technical capabilities**, noted in the PD (no more than **2 pages**)

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## Part F: 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 G: 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.