

**NOTE**

IT IS THE APPLICANTS RESPONSIBILITY TO ADVISE HUMAN RESOURCES OF ANY CHANGE IN CIRCUMSTANCES ( E.G. CHANGE OF ADDRESS, CHANGE OF PHONE NUMBNER, AND/ OR ANY OTHER RELEVANT INFORMATION).

FAILURE TO DO SO MAY RESULT IN APPLICANT BEING REMOVED FROM APPLICANT LIST.

**DECLARATION**

*(Must be signed by proposed employee)*

I CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT.

I UNDERSTAND THAT COMPLETION OF THIS APPLICATION FORM IS NO GUARANTEE OF EMPLOYMENT AND IN NO WAY OBLIGATES THE CHERBOURG ABORIGINAL SHIRE COUNCIL TO PROVIDE EMPLOYMENT.

SIGNED: .....

*(Applicant)*

DATE: .....

**OFFICE USE ONLY**



*Many Tribes. One Community*

22 Barambah Avenue

Cherbourg QLD 4605

Ph.: (07) 4168 1866

Email: hr@cherbourg.qld.gov.au

**OFFICE USE ONLY**

Name: .....

Application Received: .....

Assessment Date: .....

Received by: .....

Reference Check: .....

Interview: .....

Job Offered: .....

Letter of Offer: .....

# APPLICATION FOR EMPLOYMENT

**HOW TO APPLY**

- ANSWER ALL QUESTIONS AND TICK APPROPRIATE BOXES ON THE FORM
- RETURN COMPLETED APPLICATION TO COUNCIL OFFICE OR EMAIL TO ABOVE EMAIL ADDRESS.
- PLEASE COMPLETE APPLICATION IN YOUR OWN HANDWRITING

**ELIGIBILITY**

- APPLICANT MUST BE ELIGIBLE TO WORK IN AUSTRALIA

**A. APPLICANTS DETAILS**

a1. Mr/Mrs/Miss/Ms: SURNAME GIVEN NAMES .....

a2. Are you known by any other name/s?  
.....

**B. CONTACT DETAILS** *(Please provide number/s that you are contactable on).*

a1. Mobile: ..... Home: (.....) .....

a2. Email: .....

**C. CURRENT ADDRESS**  
.....  
.....

**D. PREVIOUS EMPLOYMENT**

EMPLOYER NAME	OCCUPATION/ JOB TITLE	START	END DATE

**E. REFEREES (Name, Employer, Contact)**

1. ....

2. ....

3. ....

**F. SPECIAL NEEDS:**

**Please list any special Employment requirements or any type of disability or medical condition/s which may affect the type of work you are able to perform.**

*(Written evidence may be requested).*  
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**G. ADDITIONAL INFORMATION**

*(Please provide any information that may be relevant to your application)*  
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**H. EDUCATION, CERTIFICATES, LICENCES, QULIFICATIONS**

*(Please list any licences, certificate's or qualifications you have obtained)*  
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