

Tasman Council



Application for Employment

The personal information requested on this form is being collected by council for purpose set out in the title of the form. The personal information will be used solely by council for the primary purpose or directly related purposes. The applicant understands that personal information is provided for the above mentioned function and that he/she may apply to council for access to and/or amendment of the information. Requests for access or correction should be made to Tasman Council's Customer Service Officer.

POSITION APPLIED FOR			
POSITION STATUS	<input type="checkbox"/> Full time	<input type="checkbox"/> Casual	
	<input type="checkbox"/> Part time	<input type="checkbox"/> Temporary	

PERSONAL DETAILS

TITLE	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	
	<input type="checkbox"/> Mrs	<input type="checkbox"/> Other	
FULL NAME			
POSTAL ADDRESS		POSTCODE	
EMAIL			
PHONE (BUSINESS HOURS)		PHONE (HOME/ MOBILE)	
DATE OF BIRTH			

EMPLOYMENT HISTORY

CURRENT/ MOST RECENT EMPLOYER			
POSITION HELD			
FROM		TO	

SECOND MOST RECENT EMPLOYER			
POSITION HELD			
FROM		TO	

THIRD MOST RECENT EMPLOYER			
POSITION HELD			
FROM		TO	

REFEREES

REFEREE 1 – NAME	
REFEREE 1 – COMPANY/ POSITION HELD	
REFEREE 1 - TELEPHONE	

REFEREE 2 – NAME	
REFEREE 2 – COMPANY/ POSITION HELD	
REFEREE 2 - TELEPHONE	

REFEREE 3 – NAME	
REFEREE 3 – COMPANY/ POSITION HELD	
REFEREE 3 - TELEPHONE	

DRIVERS LICENSE INFORMATION

LICENCE NO.		CLASSES		EXP. DATE	
--------------------	--	----------------	--	------------------	--

ADDITIONAL INFORMATION

WHEN WOULD YOU BE AVAILABLE TO COMMENCE EMPLOYMENT?	
IF EMPLOYED, MINIMUM PERIOD OF NOTICE REQUIRED?	
DO YOU SPEAK ANY LANGUAGES OTHER THAN ENGLISH?	
INTERESTS/ HOBBIES	
MEMBERSHIP OF CLUBS, SOCIETIES OR PROFESSIONAL BODIES	

PLEASE ENSURE THAT YOU INCLUDE WITH YOUR APPLICATION FORM:

- **A LETTER OF APPLICATION
(ADDRESSING EACH OF THE SELECTION CRITERIA SPECIFIED IN THE POSITION
DESCRIPTION FOR THE RELEVANT POSITION)**
- **A CURRENT RESUME/ CV
(DETAILING YOUR EDUCATION/ TRAINING HISTORY AND ANY RELEVANT
QUALIFICATIONS)**

DECLARATION

I certify that the foregoing information is, to the best of my knowledge and belief, true and accurate. I understand that Tasman Council reserves the right to verify all information in the application and that false information will be sufficient reason for my rejection as an applicant or my dismissal if employed by the Tasman Council.	
SIGNATURE OF APPLICANT	
DATE	