



TIWI Islands Regional Council

Employment Application Form HR027

To assist Recruitment in processing your application, please complete this form and attach it to the front of your application. Personal information provided to the Tiwi Islands Regional Council (TIRC) is protected by the *Privacy Act 1988*. The Department collects your personal information for management and recruitment purposes. The TIRC will not disclose the information without your consent except where authorised or required by law. Non-identifying information may be used for statistical purposes.

Position Applied for

Position No.

Personal Contact Details

Prefix: (Mr/Mrs/Dr etc)

Last Name

First Name

Postal Address

Street

Suburb / Town

State

Post Code

Country

Telephone (Home)

Telephone (Mobile/Work)

E-mail

If selected for an interview, how would you prefer to be contacted?

Do you hold a current manual drivers licence

Drivers Licence no.

Please fill in details of your employment record below in chronological order, starting with your current or latest position first. Use a separate block for each post.

Employment History

A. Present Post (Last Post, if not presently in employment)

Name Of Employer	Exact Post Title	From Month/Year	To Month/Year

Responsible to (Name and Job Title):

Reason For Leaving:

B. Second Most Recent

Name Of Employer	Exact Post Title	From Month/Year	To Month/Year
Responsible to (Name and Job Title):			
Reason For Leaving:			

C. Third Most Recent

Name Of Employer	Exact Post Title	From Month/Year	To Month/Year
Responsible to (Name and Job Title):			
Reason For Leaving:			

Education –Highest Level Attained

Year	Institution	Qualification	Subjects Taken

Other Training

Year	Institution	Qualification	Subjects Taken

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Are you a member of any Professional/Technical Bodies?

Professional/Technical Body	Class of Membership	Date Obtained	Registration No./Reference

Referees

List the name of the three persons, not related to you, who are familiar with your character and qualifications. It is advisable to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee. If you are short listed, contact will be made with the referees. If you do not wish for us to contact a referee prior to the interview, please indicate on this application form.

Full Name	Occupation/Organisation	Phone Number

Additional Information

When would you be able to commence employment?	
If employed, minimum period of notice required from your current position?	

Please provide additional comments here if required (or attach additional comments on a separate sheet)

Application Requirements - Once you complete this form, please submit it with the following attachments:

Statement of Claims against each Selection Criteria

Resume or Curriculum Vitae including

- Full employment details (including dates, position held and duties undertaken)
- Relevant Education Qualifications
- Relevant Training and Development Courses / Programs undertaken or being undertaken

*Qualifications: If you have listed any formal qualification/s, please note you may be required to provide the original qualification/s at any time during the selection process and **will** be required to provide them if appointed.*

I hereby declare that all information supplied by me in this form is true and that I have not wilfully suppressed any material fact. I also agree that if any false declaration is made by me, my Contract of Service may be terminated forthwith without notice.

I hereby grant the TIRC permission to contact previous employers and referees to verify past employment, quality of work or appraise my character and reputation. I further grant the TIRC permission to undergo a Criminal History Check, if required, in relation to the position I am applying for.

I understand the employment with the TIRC will be conditional upon being legally entitled to work in Australia and having no significant medical condition or criminal record that will unduly impact on my capacity to undertake the duties of the position I am applying for.

Signature		Date	
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