

Position application form



Cover sheet - This cover sheet must be completed, and attached to the front of your application. Please ensure you have addressed the essential and desirable requirements of the position in your application.

Vacancy Details			
Position Title:			
Vacancy Ref. No.:		Closing Date:	

Applicant Details						
Title:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Miss.	<input type="checkbox"/> Dr.	<input type="checkbox"/> Other:
First Name:						
Family Name:						
Address:						
Suburb/Town:						
Country:			State:		Postcode:	
Phone Contacts:		Mobile:				
		Home:				
		Work:				
Email Address:						

Completing your application

- Applicants should first obtain a copy of the position description and the Information for Applicants package.
- Please attach a copy of your Resume. Should you not have a Resume, then the Employment Section of this application form must be completed.
- If you wish you may use this form to submit a handwritten application, or use it as a word processing template.
- The criteria may be addressed in sentence, or dot point format.
- Should you be submitting a hand written application and there be insufficient space, please attach additional pages as necessary, and include the relevant item number.
- If using the application form as a word processing template, the row will expand to accommodate additional text.

Response to selection criteria

*When responding to the essential and desirable criteria identify the key points and outline how you meet the criteria. Give practical examples, 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. The Information for Applicants package provides hints in relation to addressing the criteria.*

Essential criteria:

Item	Criteria
1.1	Licence
1.1.1	Current C Class drivers licence is essential.
2.1	Experience
2.1.1	A proven commitment to high level sales and customer service delivery.
3.1	Position related skills
3.1.1	Good computer skills including competence in Microsoft Office software programs (Word, Excel, Outlook, Internet, etc) and communications equipment.
3.1.2	Excellent verbal and written communication skills, with the ability to communicate with, and between, voluntary and professional workers and visitors.

3.1.3	Sound time management skills and the ability to develop, maintain and monitor personal work program to meet deadlines.
4.1	Personal qualities
4.1.1	Consultative and committed to a team-based approach with a demonstrated ability and experience to work within a team environment in a high customer service area.
4.1.2	Ability to work without supervision on concurrent issues and to meet deadlines.
4.1.3	Well developed interpersonal, presentation and oral skills.
5.1	Position related skills
5.1.1	Good understanding of the tourism industry, in particular Tasmania and the East Coast including a good geographical knowledge of the local and surrounding areas.
5.1.2	Cash handling accuracy.
5.1.3	Flexibility and adaptability to changing work environment, as this position may require you to work in any of the three (3) East Coast Visitor Information Centres.
5.1.4	A demonstrated commitment to and knowledge of Equal Employment Opportunity principles.

5.1.5	A demonstrated commitment to and knowledge of Occupational Health & Safety requirements.

Desirable criteria:

Item	Criteria
1.1	Academic and professional qualifications
1.1.1	Certificate in Tourism and or Visitor Information Services.

Employment History

If a Resume cannot be supplied, please provide details of your employment history to date, starting with your most recent job. If you have provided your resume, you do not need to complete this section.

Position held:		
Employment period	From:	To:
Employer's Name & Address		
Key Duties Performed:		
Further comments		
Position held:		
Employment period	From:	To:
Employer's Name & Address		
Key Duties Performed:		

Further comments		
Position held:		
Employment period	From:	To:
Employer's Name & Address		
Key Duties Performed:		
Further comments		

Referees

Applicants *must* supply the details of at least two current referees. At least one referee *must* have supervised you in a position requiring performance of the skills/duties of the position on offer, which you claim to have previously performed.

It is acknowledged that this may not be possible for new entrants to the workforce, in which case the most relevant referees should be supplied.

Name of referee:		
Company name:		
Title:		
Relationship to referee:	<i>(e.g. supervisor)</i>	
Telephone	Business:	Private:
Mobile:		
You must advise your referee about your application and give them permission to provide a verbal reference. Have you contacted your referee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of referee:		
Company name:		
Title:		
Relationship to referee:	<i>(e.g. supervisor)</i>	

Telephone	Business:	Private:
Mobile:		
You must advise your referee about your application and give them permission to provide a verbal reference. Have you contacted your referee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Name of referee:		
Company name:		
Title:		
Relationship to referee:	<i>(e.g. supervisor)</i>	
Telephone	Business:	Private:
Mobile:		
You must advise your referee about your application and give them permission to provide a verbal reference. Have you contacted your referee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I have enclosed the following:	
<input type="checkbox"/> Cover sheet <input type="checkbox"/> Claim against the essential and desirable criteria as detailed in the position description <input type="checkbox"/> Employment history <input type="checkbox"/> Referees <input type="checkbox"/> Copy of my resume <input type="checkbox"/> Copies of any licences or certificates I hold (not originals)	
Please do not send your application or certificates in a plastic/presentation folder. These will be discarded and will not be returned. Staple or clip your materials only.	

Citizenship / Residency Status	
Are you an Australia Citizen <i>(You may be required to supply copies of either a current Passport or Birth Certificate)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, do you have the "Right to Work in Australia"? Please supply a current certified copy of your Passport and Visa	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Information

How did you become aware of this vacancy?

Council's Website

State Newspaper

Local Newspaper

Other newspaper

Other – please specify:

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?

Aboriginal, Torres Strait Islander

Person with a disability

Culturally, Linguistically Diverse (e.g. non-English speaking background)

Declaration

- *I confirm that all the information I have provided is true and correct to the best of my knowledge at the time of submission;*
- *I understand that providing false or misleading information will result in the immediate withdrawal of my application from the selection process and that any falsely claimed qualifications can lead to my dismissal;*
- *I declare that all academic and professional qualifications submitted with my application are genuine and I acknowledge that any falsely claimed qualifications will result in my application being withdrawn from the selection process. I give my permission for the relevant educational institution/s to be contacted for verification purposes if required.*

I certify that I have read, fully understand and accept all terms of the foregoing statement:

Signed:

Date:

Lodging your application

Applications marked 'Private and Confidential' and indicating the position 'Visitor Centre Position' – 'Casual on Call' or 'Permanent Part Time' should be forwarded by the closing date and time indicated, to the General Manager, Glamorgan Spring Bay Council. You may lodge your application by:

- mail to PO Box 6
TRIABUNNA TAS 7190;
- email to jobs@freycinet.tas.gov.au;
- fax to (03) 6256 4774;
- hand delivery to Council's office at
Vicary Street, Triabunna TAS 7190