



Employment Application

Mansfield Shire Council is an equal opportunity employer, appointing on merit, and provides a smoke free work environment.

About the form

This is a multipurpose form

- ▶ Section 1 gives us information about you and the job you are applying for.
- ▶ Section 2 gives information that helps us improve our Equal Employment Opportunity Programs.

Section 1

Position Applying For

Position	
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Personal Details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> _____
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> _____
Family Name	
Given Name(s)	
Preferred Name	<i>(if applicable)</i>
Home Address	
Postal Address	<i>(if different to above)</i>
Telephone (Mobile)	
Email	

Current Employment

Employer	
Position	
Status	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>
Salary	

Previous Employment

Employer	
Position	
Status	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>

Employer	
Position	
Status	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>

Referees

You are required to provide names and contact details for a minimum of two Work Referees who can testify to your skills, experience, qualifications, and aptitude in relation to the position you have applied for.

Name	Organisation	Telephone and/or Email

Requirements for Appointment

You can only be appointed to Mansfield Shire Council VIC if you:

- ▶ Are an Australian Citizen or have the status of a permanent resident in Australia
- ▶ Have given us proof of identity and any other documents such as Certificated and Licenses required
- ▶ Pass a prescribed health assessment if requested.

Please answer the following questions:

Is there any medical reason that would prevent you from undertaking the physical requirement of the position?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any previous or pending Workers Compensation Claims?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any outstanding charges against your Drivers License that would cause it to be disqualified either now or in the future?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Any statement on your application found to be deliberately misleading could make you liable to dismissal if appointed.

*Access to the personal information provided is limited to use by Council employees and other authorised persons. This information is protected under the **Privacy and Personal Information Protection Act, 1998.***

Signature	Date

Check List

Ensure you have completed and attached the following documents.

- ▶ Application Form
- ▶ Resume or CV
- ▶ Attached Copies of Certificates / Diploma's / Degrees / Transcripts of Academic Record / Other Training Documents
- ▶ Attached the Essential and Desirable Criteria from the Position Description individually addressed

Section 2

Equal Employment Opportunity

You do not have to fill in this page. Any information you give us will be kept strictly confidential. The information will only be used for statistical purposes and will not be available to the selection panel.

We need statistical information about the people who apply for jobs and gain employment with Mansfield Shire Council. This information allows us to improve our Equal Employment Opportunity (EEO) programs.

The questions are designed by the Office of the Director of Equal Opportunity in Public Employment. They form the basis for all Public Sector EEO reporting.

Q1: Are you Aboriginal or Torres Strait Islander?

An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Island descent, who identifies as such, and is accepted as such by the community in which she or he lives.

If you are both Aboriginal and Torres Strait Islander, please mark both 'Yes' boxes.

Yes, Aboriginal Yes, Torres Strait Islander No

Q2: Are you from a racial, ethnic or ethno-religious group which is a minority in Australian society?

You should answer 'Yes' to this question if you are from a minority because of any of the following:

- ▶ *Your language background or accent*
- ▶ *Your ethnic or racial appearance*
- ▶ *Your religion or culture*
- ▶ *Your country of birth or descent*

Yes No

Q3: What language did you speak as a child?

English Other

Q4: Are you a person with a disability?

You should answer 'Yes' to this question if you have any one or more of the limitations or restrictions listed below:

- ▶ *a long term medical condition or ailment*
- ▶ *blackouts, fits or loss of consciousness*
- ▶ *speech difficulties in your native language*
- ▶ *restriction in physical activities or in physical work*
- ▶ *disfigurement or deformity*
- ▶ *incomplete use of any part of your body*
- ▶ *a psychiatric condition*
- ▶ *slowness at learning or understanding*
- ▶ *head injury, stroke or any other brain damage*
- ▶ *any other condition resulting in a restriction*
- ▶ *loss of sight or hearing*

No Yes – **If yes, do you require adjustments to be made at work?**

You should answer 'yes' to this question if your disability would make it necessary to change any of the following:

- ▶ *the tasks of the job*
- ▶ *your working hours*
- ▶ *the equipment you use*
- ▶ *how others behave towards you*
- ▶ *the workplace or work area*
- ▶ *other: _____*

No Yes