



General Application for Employment

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

PLEASE NOTE

Information from this application is placed on our database and used if a **temporary** position arises. You may be contacted if your skills, experience and/or qualifications match the position requirements; however this form is **not** a guarantee of gaining employment.

You will need to submit a separate application if you would like to be considered for permanent positions (full time, part time, fixed term or traineeships)

To view our current employment opportunities or to apply please visit:

<https://cityofbunbury.recruitmenthub.com.au/>

General Applications are kept on file for **six months**. You may be contact should a suitable vacancy arise.

If you gain employment during the next six months or if there are any changes to your contact details, qualifications, licences, please email the City of Bunbury records@bunbury.wa.gov.au. If you would like to remain on our database at the end of the six month period, you must contact us and your application will then be extended for another six months.

It is essential that you provide a detailed history of your work experience, skills and abilities. This information will enable us to assess your suitability and give you the best opportunity to obtain employment at the City of Bunbury.

Please provide two referees; employment related referees are preferable, along with their current contact details.

Please address this application to:

People and Safety
City of Bunbury
PO Box 21
Bunbury WA 6231

OR

records@bunbury.wa.gov.au

Personal Details

Title: Mr Mrs Ms Miss Other:

Surname:

Other Name(s): Date of Birth:

Address:

.....

State: Postcode:

Day Time Telephone: Mobile:

E-mail Address:

Do you hold a current WA Driver's Licence? Yes No

If yes, Licence No: Class(s) Expiry:

Do you have any driving restrictions? Yes, please specify: No

Are you willing to provide a Police Clearance if requested? Yes No

Are you aware of any illness, injury or disability which may preclude you from doing the duties of the position or which could recur or be aggravated by the type of work for which you are applying?

Yes, please specify:

No.....

Employment Interests

Employment type you are interested in: *(Please indicate by ticking)*

Casual Temporary Full Time Part Time

If Casual or Part Time please specify days able to work and hours:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

School Hours Afternoons Only Mornings Only Other

Areas of Employment you are interest in: *(Please indicate by ticking)*

Administration Construction and Maintenance Horticulture/Parks Sport and Recreation

Library Other:

OR

Specific position(s) you are interested in?

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Education and Training -Please complete this summary page and attach your resume

What education level and formal qualifications do you have? Please provide details of year completed, Educational Institutions and qualification(s) gained.

Educational Institution	Qualifications	Year Completed

Employment History

Include details of work experience, recording most recent first.

Employer	Position	Period	Reason for Leaving
	/...../..... to/...../.....	
	/...../..... to/...../.....	
	/...../..... to/...../.....	
	/...../..... to/...../.....	
	/...../..... to/...../.....	

Referee Details

Please ensure all details are current and correct. Preferably use referees who have supervised your past work or who supply information on your relevant skills and experience.

1. Name of Referee:

Position: Organisation:

Telephone: (wk)(Mobile)

E-mail:

2. Name of Referee:

Position: Organisation:

Telephone: (wk)(Mobile)

E-mail:

Licences / Tickets

Proof Required

Licence /Ticket Name	Level Obtained

Additional Information Required?

1. **Are you an Australian Citizen?** Yes No, details:
2. **I hereby declare** that information supplied by me in relation to this application is to the **best of my knowledge and belief, true and accurate**, and that I have not knowingly withheld information. I understand that if I give false information, the City of Bunbury may disregard my application or terminate my employment.

Applicant's Signature: Date:

CHECKLIST

Have you included information of the following? (Please tick)

Please Note: Copies are not required at this stage.

<input type="checkbox"/> Resume	<input type="checkbox"/> *Qualifications/Certificates
<input type="checkbox"/> *Licences/Tickets	<input type="checkbox"/> *Working with Children Check
<input type="checkbox"/> *Current National Police Check	
<i>*You may be required to bring these with you if you are asked in for an interview</i>	