

Cobar Shire Council

LILLIANE BRADY VILLAGE

APPLICATION FOR EMPLOYMENT/CARE SERVICE EMPLOYEE GRADE 3 (COOK)
HR 3b

- *All information provided here will be treated in the strictest confidence*
- *If your application is unsuccessful, this form shall be kept for a period not exceeding twelve (12) months and then destroyed.*
- *All supporting documentation must be provided before this application will be assessed.*
- *If offered employment, this form will become the basis of your personnel file.*

— *Please complete this form as accurately and neatly as possible.*

POSITION APPLIED FOR: _____ Permanent/Temporary/Part Time
 NAME: _____
 ADDRESS: _____
 CONTACT NUMBER: _____
 DRIVERS LICENCE: YES/NO CLASS _____

EDUCATIONAL QUALIFICATIONS.

Please attach a full copy of academic transcripts for any recent senior school studies and/or University/College studies completed or currently being undertaken.

Please provide a summary of your educational background.

(A) SECONDARY EDUCATION

YEARS	NAME OF SCHOOL	CERTIFICATE AWARDED

(B) TERTIARY EDUCATION

YEARS	NAME OF INSTITUTION	DEGREE/DIPLOMA/ CERTIFICATE AWARDED

(C) OTHER QUALIFICATIONS

Please attach a copy of certificates or statements for membership of any professional associations, short and/or non-accredited courses which you have completed and are relevant to the position for which you are applying.

Please provide a summary of these other qualifications.

<i>DATES</i>	<i>SUBJECT/COURSE</i>	<i>ORGANISATION CONDUCTING COURSE</i>	<i>CERTIFICATE AWARDED</i>

(D) PROFESSIONAL ASSOCIATIONS

<i>NAME OF PROFESSIONAL BODY</i>	<i>GRADE OF MEMBERSHIP</i>	<i>DATE OF APPOINTMENT</i>

PREVIOUS EMPLOYMENT.

Please provide a summary of your full employment background.

<i>EMPLOYER</i>	<i>POSITION</i>	<i>PERIOD HELD</i>	<i>MAIN DUTIES & RESPONSIBILITIES</i>
1)			
2)			
3)			
4)			

REFEREES.

Please list names and contact numbers of three (3) work referees.

SELECTION CRITERIA.

The position for which you have applied for requires qualifications and/or experience which are considered essential and desirable in performing the duties of this position.

Please address all elements of the essential and desirable criteria as fully as possible.

IMPORTANT: To be eligible for this position, all applicants must satisfy all elements of the Essential Criteria and address the Desirable Criteria as listed below. Applicants who do not satisfy the essential criteria, or do not complete this application form will not be considered for this position.

ESSENTIAL CRITERIA:

(Describe how you are able to meet the following criteria)

- 1. Previous experience in hospitality services (catering).

- 2. Willingness to participate in WH&S and Continuous Improvement Management Systems.

- 3. Commitment to ongoing education relevant to current work practices in a health care setting.

- 4. Ability to work to tight schedules.

- 5. Demonstrated ability to work effectively in a team environment.

- 6. Demonstrate customer service ie meet identified individuals needs.

DESIRABLE CRITERIA

(Describe how you are able to meet the following criteria)

- 1. Understanding of HACCP principles.

- 2. Certificate II in Community Service Aged Care.

I certify that all answers and statements on this application form and any attachments thereto are true and complete to the best of my knowledge.

I certify that all medical particulars will be provided to Council by way of a pre-employment medical should my application be successful.

I have a current (or have applied for) Federal Police clearance that enables me to be employed in Aged Care as required by the Aged Care Act

I understand that should I provide untruthful or misleading information, this application may be rejected or my employment with the Cobar Shire Council subsequently terminated.

Signed: _____ Date: _____

Please place in a sealed envelope marked:-

“Confidential – Care Service Employee Grade 3 - Cook” and forward your application to:

The General Manager
 Cobar Shire Council
 Po Box 223
COBAR NSW 2835

Telephone:(02) 6836 5888

Facsimile:(02) 6836 5889

Thankyou for applying for this position.