

Cobar Shire Council

LILLIANE BRADY VILLAGE

<p style="text-align: center;">APPLICATION FOR EMPLOYMENT</p> <p style="text-align: center;">CARE SERVICE EMPLOYEE GRADE 1 (KITCHEN HAND / CLEANER)</p> <p style="text-align: center;">HR 3a.1</p>

- *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: Care Service Employee Grade 1(**Kitchen Hand / Cleaner**)

NAME: _____

ADDRESS: _____

CONTACT PHONE NUMBER: _____

EMAIL: _____

DRIVERS LICENCE: YES/NO CLASS _____

EDUCATIONAL QUALIFICATIONS.

Please attach a full copy of academic transcripts for any relevant qualifications or 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>

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.

Please describe how you are able to meet the following criteria.

ESSENTIAL CRITERIA:

1. Previous experience in hospitality services (Cleaning/Kitchen duties)

2. Good customer relations skills and a commitment to provide quality customer service.

3. Demonstrated ability to work effectively in a team situation.

4. Ability to plan and to work to establish priorities.

5. Demonstrate flexibility in work practices in order to support colleagues and to meet the changing needs of the customer.

6. Willingness to participate in WH&S, Food Safety Program and Continuous Improvement Activities.

7. Commitment to ongoing education relevant to role in Aged Care setting.

8. Ability to maintain confidentiality.

DESIRABLE CRITERIA:

1. Certificate in food safety.

2. Basic understanding of infection control.

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 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 1 (cleaner/kitchen hand) Casual and forward your application to:

The Director of Nursing
Lilliane Brady Village
2 Nullamutt Street
COBAR NSW 2835

Telephone: (02) 6836 7200
Email: LBV_Admin@cobar.nsw.gov.au

Thankyou for applying for this position.