

Cobar Shire Council

LILLIANE BRADY VILLAGE

APPLICATION FOR EMPLOYMENT
CARE SERVICE EMPLOYEE GRADE 2 (PERSONAL CARER)
HR 3c

- *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:

Certificate Level III in Care Support Services or Aged Care

or

Previous experience in Aged Care.

- 1. Please list the relevant education, training you have undertaken and any certification received.

- 2. Good communication skills and literacy skills
(Describe how you are able to meet this criteria)

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

- 4. Demonstrated ability to maintain confidentiality.

* All applicants will be required to complete a comprehension exercise in the form of a case study at the time of interview.

DESIRABLE CRITERIA

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

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

- 2. Previous experience in completing nursing care plan documentation.

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 –Personal Carer" 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.