



SHIRE OF
MANJIMUP

Advice for Prospective Applicants

Thank you for your interest in the Manjimup Regional AquaCentre. Please take the time to read the attached information and if you wish to proceed, complete an application form for potential future casual employment at the AquaCentre. Your completed application form with resume attached, needs to be delivered to Donald Msapenda, Human Resources Coordinator at the Customer Service Centre, corner Rose and Brockman Streets Manjimup or, returned to the Manjimup Regional AquaCentre.

MAKING ENQUIRIES:

General enquiries regarding positions available can be made to the Manjimup Regional AquaCentre (9771 1278) or by telephoning Jenni Oliver on (08) 9771 7751.

The information that you provide on this form will assist the Shire to evaluate your application, and will provide the basis of your Personal File if you are successful.

The Shire of Manjimup is an Equal Opportunity Employer.

**MANJIMUP REGIONAL AQUACENTRE
GENERAL EMPLOYMENT APPLICATION FORM**

POSITION/S SUITED TO:

PERSONAL DETAILS

SURNAME		<input type="checkbox"/> MR	<input type="checkbox"/> MRS	<input type="checkbox"/> MISS	<input type="checkbox"/> MS
GIVEN NAMES					
HOME ADDRESS				POST CODE	
POSTAL ADDRESS				POST CODE	
TELEPHONE NUMBERS	H		M		D.O.B

ARE YOU LAWFULLY PERMITTED TO BE EMPLOYED IN AUSTRALIA?

LICENCES / CERTIFICATES HELD – Please produce originals at interview

DRIVERS LICENCE	YES / NO	LICENCE NO			
CLASS OF LICENCE			EXPIRY DATE		
FIRST AID CERTIFICATE	YES / NO	TYPE OF CERTIFICATE		EXPIRY DATE	
ANY OTHER LICENCES OR CERTIFICATES (eg riggers, crane drivers)					

ACADEMIC / TRAINING DETAILS – Please produce original certificates, diplomas etc at interview

Secondary			
HIGHEST LEVEL ATTAINED		YEAR	
SCHOOL			
SUBJECTS TAKEN IN LAST YEAR			

Post Secondary (Please list any technical training, professional qualifications and / or special skills training.

INSTITUTION	SUBJECTS TAKEN	YEAR	RESULTS

Current Studies

Qualifications (list any professional or trade qualifications currently held). Are your qualifications registered in Western Australia?

Equipment / Machinery Usage – Please list any work related equipment and / or machinery you can operate (ie office equipment, industrial equipment, specialised machinery etc)

EMPLOYMENT HISTORY

Details of current or most recent position:

From	To	Employer
Position		

INTERESTS AND ACTIVITIES

To what civic, professional, business or industrial organisation/s do you belong?

Describe the organisation/s your activities and any offices held.

Leisure, interests, sports, hobbies.

WORKERS COMPENSATION

IF YOU HAVE LODGED CLAIMS FOR WORKERS' COMPENSATION OR HAD A LOST TIME INJURY GIVE FULL DETAILS. "Section 79 of the Workers' Compensation and Rehabilitation Act 1981 gives the Worker's Compensation Board discretion to refuse to award compensation which would otherwise be payable, where it is proved that the worker has, at the time of seeking or entering employment, willfully and falsely represented him/herself as not having previously suffered from the disability, the subject of the claim of compensation".

INJURY SUFFERED	WEEKS OFF WORK	EMPLOYER'S NAME AND ADDRESS	DATE OF INJURY

DO YOU CURRENTLY HAVE ANY OPEN WORKERS COMPENSATION CLAIMS? IF SO, PLEASE GIVE DETAILS.

INJURY SUFFERED	WEEKS OFF WORK	EMPLOYER'S NAME AND ADDRESS	DATE OF INJURY

CONVICTIONS

ARE YOU ELIGIBLE FOR AN AUSTRALIAN POLICE CLEARANCE? YES NO

DO YOU HAVE ANY CURRENT CONVICTIONS FOR ANY OFFENCES FROM ANY COURT, OR ARE YOU CURRENTLY THE SUBJECT OF ANY CHARGE PENDING BEFORE ANY COURT? YOU DO NOT NEED TO GIVE DETAILS OF ANY CONVICTION WHICH YOU HAVE HAD DECLARED SPENT (SPENT CONVICTIONS ACT 1988).

YES

NO

A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before a final decision is made.

REFEREE'S NAME	POSITION, COMPANY NAME AND ADDRESS	PHONE NO.
1. (Employer)		
2. (Employer)		
3. (Personal)		

Please give details of what you consider are the most important aspects of your experience to date:

DECLARATION

I CERTIFY THAT THE FOREGOING INFORMATION IS TO BE THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND ACCURATE IN EVERY DETAIL. I UNDERSTAND THAT THE SHIRE RESERVES THE RIGHT TO VERIFY ALL INFORMATION IN THE APPLICATION AND THAT FALSE INFORMATION WILL BE SUFFICIENT REASONS FOR MY REJECTION AS AN APPLICANT OR MY DISMISSAL IF HIRED.

SIGNATURE OF APPLICANT

DATE