

APPLICATION FOR EMPLOYMENT

Sutherland Shire
COUNCIL



Important: Please refer to the attached guidelines before completing this form

POSITION: REF.NO.....

SURNAME

Please indicate preferred form of address

MR. MRS. MS DR.

GIVEN NAMES

ADDRESS

POSTCODE

E-MAIL.....

TELEPHONE
(Home)

(Daytime)

(mobile)

DATE OF BIRTH (optional)

Day

Month

Year

REFEREES:

Please list at least two recent referees (preferably people who have supervised you):-

Name	Company	Position held	Contact phone no.

ELIGIBILITY TO WORK IN AUSTRALIA:

I am legally entitled to work in Australia, as (please tick as applicable)

- An Australian citizen (Birth certificate, passport or citizenship certificate to be provided at interview)
- A permanent Resident/New Zealand citizen (passport to be provided at interview)
- A temporary resident with permission to work (work visa/passport to be provided at interview)
- A student with permission to work (work visa/passport to be provided at interview)

WHERE DID YOU FIRST SEE THIS POSITION ADVERTISED?

The next two pages are optional.

EMPLOYMENT HISTORY

Please list below all previous employment, starting with your current/most recent job.

Name of employer	Position held or type of work performed	Period of employment		Reason for leaving
		From	To	

If insufficient room, please include an extra sheet

Please complete next page

Do you have any condition which may affect your day to day performance in the job you are applying for? If "YES", please give details.

YES

NO

Have you ever made a claim under Workers Compensation? YES NO

If "Yes", please give details. If insufficient space, attach a separate sheet. By signing this application form I give Council permission to seek prior claims history from Workcover.

Employer	Reason for claim	Date		Length of absence
		Month	Year	

Is any litigation (i.e. court action) pending regarding any Workers Compensation Claim

YES

NO

If "YES" please give details

CONDITIONS

Please read the following conditions carefully, and sign the application form.

- ◆ The submission of this application by me does not constitute a contract of employment
- ◆ Any offer of employment made to me is based on information given in this application, and during any interview, and in accordance with council's selection process. If any of the information supplied by me is incorrect, any contract of employment made will become void and my employment may be terminated.
- ◆ I will provide evidence of my date of birth if requested to do so
- ◆ The provisions of the industrial award or enterprise agreement apply to my employment with council
- ◆ I undertake to wear any safety clothing or use any equipment provided to me and deemed necessary by council in the course of my employment
- ◆ I authorise officers of Sutherland Shire Council to verify any information contained in this application

- ◆ Council has undertaken to conduct recruitment and selection processes with impartiality and accountability. Conflicts of interest may arise during the process where Council staff may be influenced, or appear to be influenced, by personal interests and relationships and all members of interview panels are required to declare any potential conflict of interest.

SIGNATURE OF APPLICANT

.....Date.....

SUTHERLAND SHIRE COUNCIL

GUIDELINES FOR EMPLOYMENT APPLICATIONS

Thank you for your enquiry. The following information may assist you with your application and provide a guide about our selection process and about the benefits of working for Sutherland Shire Council.

The short listing and selection of applicants will be conducted in strict accordance with the principles of merit and equal employment opportunity. Council is an Equal Opportunity Employer and welcomes applications from all members of the community. To assist the panel in selecting the applicants to be interviewed, it is important that your application clearly addresses the selection criteria listed in the recruitment fact sheet.

If you are selected for an interview, we try to give at least five working days notice. Contact will be made by a letter to your home address or by telephone. If it is not possible to give five days notice, a telephone call will be made. If you live interstate or intrastate, an initial telephone interview may be conducted.

Generally interviews are held in the Personnel Department, 1st floor, Kirkby Building, 33/35 Belmont Street, Sutherland. You will be advised if a different venue is arranged.

In addition to the interview, the selection process may include:

- ◆ A medical check at our expense, which may include a lumbar spine X-ray for certain positions
- ◆ Screening under the provisions of the NSW Child Protection Act if the position is in an area designated by Council as supervising, or having other contact with children.

The selection panel checks the references of the recommended applicant prior to making a report to the Director for approval to appoint. In the case of positions designated as "Senior Staff" under the Local Government Act 1993, the General Manager must consult with Council prior to making an offer of employment. Usually the successful applicant will be notified within two to three days after these processes and checks are completed.

WRITING YOUR APPLICATION

- ◆ Please complete our Application Form which is included with this information package. We would appreciate if you could advise Council as to where you first saw the position advertised. This will enable Council to ensure that we are using the appropriate mediums to reach our target audience.
- ◆ Next, you should prepare a statement showing how you meet the Mandatory and Desirable selection criteria listed in the recruitment fact sheet. The best way is to set out your statement listing each criteria as a heading and then explaining clearly under each heading how your qualifications or experience meet it. If you cannot show how you meet the **mandatory** qualifications, certificates, licences, skills and experience, which are considered a requirement of the job, you should not apply.
- ◆ If specific qualifications are called for – list what licences or tertiary qualifications you have obtained that are relevant.
- ◆ If specific work experience is called for – list what jobs you have held and duties you have performed that are relevant to that particular criterion.
- ◆ Send ***copies only*** of any relevant licences, certificates, diplomas or transcripts. **DO NOT SEND ORIGINALS.**

- ◆ Ensure that you have listed on the application form the names and daytime phone numbers of at least two referees. At least one of these should be a current or recent work supervisor. Our selection panel may need to contact them to verify information you have given or to find out more about you. It is important that your referees know you are applying for a job, and will be willing to speak on your behalf.
- ◆ Make sure we have your current daytime telephone number.

SENDING YOUR APPLICATION

Your application must be received by 4.30 pm on the closing date indicated in the advertisement and should clearly indicate the name of the position and the reference number. You can send it in any of the following ways:

- By mail to the General Manager, PO Box 17, Sutherland, NSW 1499. **NO PLASTIC FOLDERS OR BINDERS PLEASE**
- By e-mail to jobs@ssc.nsw.gov.au. If e-mailing your application please do not include any images or graphics as your e-mail will be blocked and delayed in reaching us in accordance with our organisational policy. **Forward your application in text format only.**
- Hand deliver to the Personnel Department, 1st floor, Kirkby House, 33/35 Belmont Street, Sutherland.

Your application will be acknowledged. Short listing is generally completed within 2 weeks of the closing date. You will be notified if you are required to attend an interview, either by mail or telephone. All unsuccessful applicants who have attended an interview will be notified of the outcome by letter. If you are not selected for an interview, you will be notified of the outcome once an appointment to the position has been finalised.

If appointed to a temporary or permanent position, a probationary period will apply.

Casual employment

If you are applying for, and are successful in obtaining a CASUAL position, you should be aware that Council has an obligation to provide training in Occupational Health & Safety.

Before any casual shifts are offered, you will be required to attend a training session which takes approximately one and a half hours. Our sessions run Wednesday's at 4pm each week in our Personnel Department, Level 1, Kirkby House, Belmont Street, Sutherland.

If your application is successful the Recruitment Officer will contact you to arrange a convenient date. You will be asked to complete a timesheet so that you can be paid for the time at the rate applicable to your casual job.

Further enquiries may be directed to our Recruitment Officer on 9710 0566, or 9710 0506.

ABOUT SUTHERLAND SHIRE COUNCIL

Sutherland Shire is located approximately 20 kilometres to the south of Sydney, bordered by the Royal National Park to the south and the ocean to the east. Council provides services for approximately 210,000 people. Incorporated in 1906, and now the second biggest local council in the State of New South Wales in terms of the number of people it serves, and the fourth biggest in Australia, Sutherland Shire Council undertakes more than 80 different services and functions.

Most parts of the Shire are well served by rail (to the Illawarra Region and to the City), and bus services.

The Council has 15 elected members who elect a Mayor from amongst them. Council's operations are administered by its General Manager, John Rayner who heads five Divisions –

- *Corporate Services*
- *Engineering Services*
- *Environmental Services*
- *Property*
- *Community and Recreation Services*

Employee Benefits

Council adopts a consultative approach, and staff are encouraged to volunteer and participate in the decision making processes which affect them, through Consultative Committee, EEO Advisory Committee, Occupational Health & Safety Committees.

Current benefits include:

Enterprise Agreements covering Salaried and Wages staff:

Salaried Staff

*4 weeks annual leave per year
3 weeks paid sick leave per year
7 days Personal leave
Flexible working hours for most positions – 19 day month*

Wages Staff

*4 weeks annual leave per year
3 weeks paid sick leave per year
3 days compassionate leave
Opportunity for payment of 50% of any untaken sick leave accrual each year*

(note – leave benefits do not apply to Casual positions. A loading in lieu of leave and penalty entitlements is incorporated into all casual pay rates)

Commitment to Occupational Health and Safety

Council makes every effort to provide a safe work environment and to rehabilitate injured workers.

Council's Employees Credit Union.

Council have their own "in house" Credit Union for all staff & families. This banking facility offers a diverse range of products. Loans are available offering competitive rates (subject to approval). A 'mobile lending' service is operating where you can be visited at either your workplace or home at a time to suit should you be unable to visit our office between 10.00am & 4.30pm Monday- Friday.

Counselling Services

Our Employee Assistance Program is for employees and their partners. This is a confidential, short-term counselling service offering free professional help, support and assistance for a wide range of personal and work related problem.

Social/Welfare Services

We operate a Welfare Centre (administered by a staff committee) which organises regular social functions, Christmas Picnic for staff and families and, some financial assistance in approved hardship cases.

Training and Career Development

Council is committed to the career growth and development of its employees. As well as relevant in-house training, we offer the opportunity to attend workshops, seminars or conferences applicable to your job. We also offer study leave benefits for approved tertiary courses.

Transport Incentive Scheme

In order to encourage staff to use public transport to travel to and from work, Council will pay, in advance, the cost of an annual rail pass, thus enabling employees to take advantage of discounted fares. Staff then re-imburse Council, by weekly payroll deduction.

Code of Conduct

Council promotes the principles of high ethical conduct and values its reputation, honesty and trustworthiness with our community. Each Councillor and staff member share a personal responsibility to preserve and enhance these standards through its Code of Conduct which is applicable to all staff.

High ethical standards are an integral and essential part of the organisation and form part of daily decision making processes. In abiding with Council's Code of conduct, all staff must at all times act in a manner that enhances community confidence and carry out their duties conscientiously, honestly, fairly, impartially, with integrity and the encouragement of mutual respect.