

VACANCY COVERSHEET

This coversheet must be attached to your full application for the job vacancy.

VACANCY DETAILS

Position Title	Environmental Health Coordinator		
Vacancy Number	HR/0617	Closing Date	5.00pm Monday 29 January 2018
Status	Temporary Full-time – up to January 2019 (maternity relief position)	Location	Warwick or Stanthorpe

PERSONAL DETAILS

Title: (Please tick)	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>
Family Name:		Given Name:		
Postal Address:				
Email (home):				
Telephone:		Mobile:		

QUALIFICATIONS/LICENCES

***Please note:** this addresses the *Qualifications/Licences - Mandatory* section of the Selection Criteria.

Do you hold a current open "C class" (car) licence? <i>(Please tick)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you hold an Occupational Health and Safety Construction Induction Card ("White Card")?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If no, do you have the ability to obtain prior to commencement?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you eligible for membership of Environmental Health Australia and recognised for appointment as an Environmental Health Officer in Queensland?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you hold a relevant qualification of at least degree level?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>(If yes, please provide details below)</i>				

VACCINATIONS

***Please note:** this addresses the *Vaccinations - Mandatory* section of the Selection Criteria.

Do you have Immunisation record for Hepatitis A and Hepatitis B?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If no, do you have the ability to obtain within 6 months after appointment?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

REFEREE DETAILS

We require a minimum of two EMPLOYER references – personal references will not be accepted.

If you have not been employed, please include relevant referees relating to any work experience, volunteer work or study you may have undertaken.

Do you have any objection to our Council obtaining additional information to that supplied on this form after interview? <i>(Please tick)</i>			Yes		No	
Referee 1 Name:		Referee Contact Number:				
Company:		Referee Relationship:				
Referee 2 Name:		Referee Contact Number:				
Company:		Referee Relationship:				
Referee 3 Name:		Referee Contact Number:				
Company:		Referee Relationship:				

PRE-EMPLOYMENT CHECKS

Applicants who are selected to progress to the next stage of the process may be required to undertake pre-employment checks which may include: referee checks, a functional capacity evaluation (fitness for role), drug and alcohol testing, qualification confirmation and a criminal history check. You will be notified if this is the case for the position you are applying for during the selection process.

HOW WERE YOU FIRST NOTIFIED OF THIS JOB OPPORTUNITY? Please tick

Warwick Daily News		Stanthorpe Border Post		Environmental Health Aust.	
Seek		Council's Facebook page		MySDRC App	
LGAQ Website		NRM Jobs		Other _____	

GENERAL

Are you legally able to work in Australia? <i>Please tick</i>	Yes		No	
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PLEASE CONFIRM YOU HAVE ATTACHED TO THIS FORM Please tick

Key Selection Criteria Responses (the key selection criteria can be found in the position description)		Current Resume		Cover Letter	
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DECLARATION

I hereby declare that the information contained in this document is, to the best of my knowledge, true and correct. I acknowledge that any false information may be sufficient cause for dismissal if I am employed by Southern Downs Regional Council.

Signature:

Date:

The Southern Downs Regional Council respects your privacy. Your personal information has been collected for the purpose of processing your 'Application for Employment' for a current vacancy and will be forwarded to a representative from the relevant department/area that will assist in the recruitment process. The collection of your information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to do so by law. You may apply to access this information on the appropriate form obtainable from Council Website at any time.

HOW TO LODGE MY APPLICATION

Address all correspondence to	Human Resources, Southern Downs Regional Council
Enquiries	1300 MY SDRC (1300 697 372)
Web Address	www.sdrc.qld.gov.au
Closing Date	The application is to be received by the closing date stated in the advertisement.

Choose one of the following methods to send in your completed application:

Email Address	employment@sdrc.qld.gov.au <i>When emailing application please attach as a Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls) document</i>
Postal Address	PO Box 26, WARWICK QLD 4370
Delivery Address	64 Fitzroy Street, Warwick / 61 Marsh Street, Stanthorpe

★ Applicants selected to progress to interview will be contacted within 4 weeks of the closing date. ★