

# VACANCY COVERSHEET

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

## VACANCY DETAILS

Position Title	<b>Environmental Coordinator</b>		
Vacancy Number	HR/0634	Closing Date	5.00pm Monday 29 January 2018
Status	Temporary Full-time – up to July 2018	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"/>
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>				

## 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	<input type="checkbox"/>	No	<input type="checkbox"/>
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	<input type="checkbox"/>	Stanthorpe Border Post	<input type="checkbox"/>	Environmental Health Aust.	<input type="checkbox"/>
Seek	<input type="checkbox"/>	Council's Facebook page	<input type="checkbox"/>	MySDRC App	<input type="checkbox"/>
LGAQ Website	<input type="checkbox"/>	NRM Jobs	<input type="checkbox"/>	Other _____	<input type="checkbox"/>

## GENERAL

Are you legally able to work in Australia? Please tick	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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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)	<input type="checkbox"/>	Current Resume	<input type="checkbox"/>	Cover Letter	<input type="checkbox"/>
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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:	
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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

<b>Address all correspondence to</b>	Human Resources, Southern Downs Regional Council
<b>Enquiries</b>	1300 MY SDRC (1300 697 372)
<b>Web Address</b>	<a href="http://www.sdrc.qld.gov.au">www.sdrc.qld.gov.au</a>
<b>Closing Date</b>	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:

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

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