



Application for Employment

Please print

Title Given Name/s

Surname

Unit/Street No Street

Suburb State Postcode

Postal Address (if different from street address)

Suburb State Postcode

Phone H B M

Email address

Are you legally entitled to work in Australia? (Please ✓ box)

Yes, I am an Australian/New Zealand citizen or permanent resident.

Yes, I hold a valid work visa.

Have you previously been employed by a Tasmanian Council or Bulk Water Authority.

No

Yes (Please give details) _____

Are you applying for an advertised vacancy?

Yes

Please state the position title and date advertised.

Your application will be considered for the position and held for a maximum of two years.

No

Please state the type of work sought:

Your application will be held on reserve file for six months.

To complete your application, please attach a covering letter and your resume (including a minimum of 2 referees) and sign the declaration on the reverse of this page. The information you should include in your attachments is explained on page 3

When completed, please post your application form and attachments to the Executive Manager Human Resources, Ben Lomond Water, PO Box 745, Launceston TAS 7250, or email to careers@blwater.com.au.

Application for Employment

Declaration

I confirm that all answers and statements on this application form and any attachments provided (including resume) are true and complete to the best of my knowledge.

I understand that should I provide untruthful or misleading information at any time during the recruitment or selection process, this application may be rejected or my employment with Ben Lomond Water may subsequently be terminated.

I authorise Ben Lomond water to undertake reference and identity checks should my application proceed to short listing.

I agree to participate in a pre employment health assessment including drug screen and to provide a National and/or Tasmanian Police Conviction Check if requested by Ben Lomond Water to do so and understand that information that these processes provide will be considered by Ben Lomond Water as part of the selection process.

Your Signature _____ Date _____ / _____ / _____

Thank you for applying for employment with Ben Lomond Water.

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

1. Personal information will be collected from you for the purpose of dealing with your application and will only be used for other purposes permitted by the Act.
2. Failure to provide the information requested may result in your application not being accepted and processed.
3. Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of Ben Lomond Water.
4. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to Ben Lomond Water. You may be charged a fee for this service.

Important Information about your Application Attachments

Please attach the following three (3) items to your application form.

- 1. Covering Letter:** If applying for an advertised position, please attach a covering letter addressing the qualifications, knowledge, skills and experience requirements detailed in the position description. If making a general application for employment an introductory covering letter is preferred, but not essential.
- 2. Resume:** Please attach a current resume. Your resume should clearly outline your employment history (starting with your most recent employer and working backwards), and should include:
 - names and addresses of current and previous employers
 - the dates you were employed
 - the positions you held
 - the duties you performed
 - your reasons for leaving

Your resume should also clearly outline your educational history. This should include any technical, secondary, and/or tertiary qualifications; licences held; and training programs completed. Please include:

- the name of the school/institution/training program
- the level achieved (e.g. certificate, diploma, degree)
- the dates you were studying

Your resume may also include additional information to support your application, such as additional experience, goals, professional memberships, volunteer work, interests, and achievements.

3. Referees:

Please provide a minimum of two (2) referees who may be verbally contacted in regard to your application. Please provide each referee's name, organisation, position, telephone contact details, and specify their relationship to you. Ben Lomond Water reserves the right to request additional referees.



Important information for all Applicants

Purpose of Ben Lomond's Application for Employment Form:

The purpose of this Application for Employment Form is to ensure that Ben Lomond Water:

- is provided essential contact information for all applicants
- able to clarify whether applicants are applying for a specific position or submitting a general application
- details our requirements regarding the need for a covering letter, resume and referees
- provides applicants with information on how and who to submit an application to
- confirms that our employment checks include reference checks, identity checks, police conviction checks, medical checks and drug screens
- requires a declaration to be signed by the applicant confirming the truth and accuracy of information they have provided and repercussions if this does not occur.

and that applicants

- understand their legal status for employment
- know how long we will hold their application on file
- know how we will deal with their personal information and what rights they have regarding this information

All applicants can access their personal information held by Ben Lomond Water. If you consider the personal information to be incorrect, incomplete, out of date or misleading, you can request that the information be amended.