



## Position Application Form

**Cover sheet** – Please complete this cover sheet, and attach it to the front of your application. Ensure you have addressed the essential and desirable requirements of the position in your application.

Vacancy Details			
Position Title:	<b>Water Services Trainee</b>		
Vacancy Ref. No.:	<b>2017/02</b>	Closing Date:	<b>Monday, 24 April 2017 at 10:00am</b>

Applicant Details						
Title:	Mr.	Mrs.	Ms.	Miss.	Dr.	Other:
First Name:						
Family Name:						
Address:						
Suburb/Town:						
Country:		State:		Postcode:		
Phone Contacts:	Mobile:					
	Home:					
	Work:					
Email Address:						

### Completing your application

- Applicants must first obtain a copy of the position description and read and follow the instructions contained in the Job Application Guide.
- Please attach a copy of your Resume. If you don't have a Resume, then the Employment Section of this application form must be completed.
- If you wish you may use this form to submit a handwritten application, or use it as a word processing template. If using the application form as a word processing template, the row will expand to accommodate additional text.
- The criteria may be addressed in sentence, or dot point format.
- Should you be submitting a hand written application and there be insufficient space, please attach additional pages as necessary, and include the relevant item number.



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**Response to selection criteria**

*When responding to the essential and desirable criteria, describe how you consider yourself suitable against each of the selection criterion and give examples or evidence of how you believe that you meet them. Where a criterion relates to a specific qualification, license or certificate, please **attach copies** of the relevant documents to your application. The Job Application Guide provides hints in relation to addressing the criteria.*

**Essential criteria:**

Item	Criteria
1.	Class C, P1 or P2 (manual) Drivers Licence
2.	Good interpersonal and communication skills with workmates and customers
3.	Keen interest in the water industry and outdoor work.



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4.	Demonstrated ability to maintain records, and communicate effectively in both verbal and written formats.
5.	Ability to work as part of a team in a multi-disciplinary work environment
6.	Experience in achieving training course objectives and timeframes.



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7.	Willing to undertake NSW Cert III Water Industry Operations.
8.	Prepared to work according to a 7-day spread-of-hours, on-call roster, and perform overtime duties (as applicable) where directed.
9.	Knowledge of WHS & EEO legislation, and how it applies to the work environment.



**Desirable criteria:**

Item	Criteria
10.	Workcover General Construction Induction Card (White Card)
11.	First Aid qualification
12.	Knowledge of the principles of water related properties such as pressure & flow characteristics in pipes
13.	Basic Computing Skills using Microsoft based software applications



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Item	Criteria
14.	RMS Traffic Controller card
15.	Plant Operator Qualifications eg (Backhoe, excavator, skidsteer)
16.	Class MR Drivers Licence
17.	Certificate to Enter and Work in Confined Spaces (RIIWH202D or equivalent)



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**Employment History**

*If a Resume cannot be supplied, please provide details of your employment history to date. Start with your most recent position and ensure that you include details of the position(s) you previously held that support your claim for the position on offer. You must provide enough history to substantiate your claim to the position.*

*Applicants with prior Council experience should include those details here.*

***If you have provided your resume, or are a new entrant to the workforce, you do not need to complete this section.***

<b>Position held:</b>		
Employment period	From:	To:
Employer's Name & Address		
Key Duties Performed:		
Further comments		
<b>Position held:</b>		
Employment period	From:	To:
Employer's Name & Address		
Key Duties Performed:		
Further comments		
<b>Position held:</b>		
Employment period	From:	To:
Employer's Name & Address		
Key Duties Performed:		
Further comments		



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**Referees**

Applicants *must* supply the details of at least two current referees. Referees *must* have supervised you in a position requiring performance of the skills/duties of the position on offer, which you claim to have previously performed.

Applicants with prior Council experience must include details of their supervisor here.

**This may not be possible for new entrants to the workforce, in which case the most relevant referees should be supplied.**

<b>Name of referee:</b>		
<b>Company name:</b>		
<b>Title:</b>		
<b>Relationship to referee:</b> (e.g. supervisor)		
<b>Telephone</b>	<b>Business:</b>	<b>Private:</b>
<b>Mobile:</b>		
You must advise your referee about your application and give them permission to provide a verbal reference. Have you contacted your referee?	Yes	No
<b>Name of referee:</b>		
<b>Company name:</b>		
<b>Title:</b>		
<b>Relationship to referee:</b> (e.g. supervisor)		
<b>Telephone</b>	<b>Business:</b>	<b>Private:</b>
<b>Mobile:</b>		
You must advise your referee about your application and give them permission to provide a verbal reference. Have you contacted your referee?	Yes	No
<b>Name of referee:</b>		
<b>Company name:</b>		
<b>Title:</b>		
<b>Relationship to referee:</b> (e.g. supervisor)		
<b>Telephone</b>	<b>Business:</b>	<b>Private:</b>
<b>Mobile:</b>		
You must advise your referee about your application and give them permission to provide a verbal reference. Have you contacted your referee?	Yes	No





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**I have enclosed the following:**

- Cover sheet
- Claim against the essential and desirable criteria as detailed in the position description
- Employment history
- Referees
- Resume
- Copies of any licences or certificates I hold (**not** originals)

Please staple or clip your application only. Presentation folders or files will be discarded and will not be returned.

**Citizenship / Residency Status**

<b>Are you an Australia Citizen</b> <i>(You may be required to supply copies of either a current Passport or Birth Certificate)</i>	Yes	No
If not, do you have the "Right to Work in Australia"? Please supply a current certified copy of your Passport and Visa	Yes	No

**Additional Information**

How did you become aware of this vacancy?			
Council's Website	The Northern Daily Leader	The Quirindi Advocate	Other newspaper
Seek.com	My Career.com	Word of mouth	LG Assist website
Aboriginal employment provider	Land Council	Employment Agency	
<input type="checkbox"/> Other – please specify:			

**Equity & Diversity**

The data gathered here is for statistical purposes only & will not influence the selection process.			
Do you identify with any of the following groups?	Aboriginal, Torres Strait Islander	Person with a disability	Culturally, Linguistically Diverse (e.g. non-English speaking background)



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**Declaration**

- I confirm that all the information I have provided is true and correct to the best of my knowledge at the time of submission;
- I understand that providing false or misleading information will result in the immediate withdrawal of my application from the selection process and that any falsely claimed qualifications can lead to my dismissal;
- I declare that all academic and professional qualifications submitted with my application are genuine and I acknowledge that any falsely claimed qualifications will result in my application being withdrawn from the selection process. I give my permission for the relevant educational institution/s to be contacted for verification purposes if required.

**I certify that I have read, fully understand and accept all terms of the foregoing statement:**

Signed: .....

Date: .....

*Electronic submission of this application will be taken as providing your statement of truth and acceptance of terms as outlined above.*

**Lodging your application**

Applications marked 'Private and Confidential' and indicating the position reference number should be forwarded by the closing date and time indicated, to the Acting General Manager, Liverpool Plains Shire Council. You may lodge your application by:

- mail to PO Box 152  
QUIRINDI NSW 2343;
- email to [lpssc@lpssc.nsw.gov.au](mailto:lpssc@lpssc.nsw.gov.au);
- hand delivery to Council's office at  
60 Station Street, QUIRINDI