

# Employment Application

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**POSITION APPLIED FOR:** \_\_\_\_\_

**PERSONAL INFORMATION**

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (B): \_\_\_\_\_

Mobile: \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**PROFESSIONAL REFEREES**

I hereby agree to the following nominated persons acting as referees and being contacted for the purpose of seeking referee information regarding my previous employment performance and my suitability for future employment:

Name of Referee	Company & Position	Contact Details
1.		
2.		
3.		

**I confirm that the above referees have been contacted by me and have consented to acting as a referee on my behalf. I understand that failure to gain the consent of the persons listed above to act as referees may result in Mansfield Shire Council not considering me for employment.**

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Mansfield Shire Council's Privacy Act Policy, including the provision of access to that information.

**PRIVACY ACT INFORMATION & DECLARATION**

The personal information requested on this form is being collected by Council recruitment purposes. The personal information will be used solely by Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

**Name of Applicant:** .....

**Signature:** ..... **Date:** ...../...../.....