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|  | POSITION OF  GENERAL MANAGER |

APPLICATION FORM

APPLICATIONS CLOSE **5PM MONDAY, 11 DECEMBER 2017**

You must divulge all relevant information connected with or associated to your application for this position. Any statement or omission in your application found to be deliberately false or misleading, prior to commencing, could result in the Offer of Employment being withdrawn, or after commencing in the role could make you liable for disciplinary action, which may include dismissal.

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| **PERSONAL DETAILS** | | | | | | |
| **Full Name:** | |  | | | | |
| **Residential Address:** | | |  | | | |
| **Contact Phone:** | | | **Home** |  | **Mobile** |  |
| **Email:** |  | | | | | |
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| **TERTIARY QUALIFICATIONS** |

**IMPORTANT NOTE:** Originals of results (transcripts) and/or qualifications will need to be provided prior to commencing in the role. We also do qualification checks through CV Check Pty Ltd.

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| **Qualification (Award Granted)** | **Tertiary Institution** | **Date of Award** |
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| **EMPLOYMENT SUMMARY** |

**IMPORTANT NOTE:** Please include previous positions in chronological order from most recent going back to approximately 2000. Your full employment history will be in your CV.

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| **Position Title** | **Employer** | **Duration of Employment** | |
| **From** | **To** |
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| **REFEREES** |

**Please provide details of THREE people who may be contacted to provide a reference** – a supervisor or peer; a member of a Governing body (Council), and a community leader who can comment on your community leadership in the last five years.

*(WE WILL NOT BE CONTACTING THE REFEREES UNTIL WE SELECT A SHORTLIST OF CANDIDATES FOR INTERVIEW AND ONLY AFTER GAINING YOUR FURTHER APPROVAL).*

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| **Details of Referees** | **Referee One** | **Referee Two** | **Referee Three** |
| **Name** |  |  |  |
| **Current Position** |  |  |  |
| **Position When They Knew You** |  |  |  |
| **Are they: Supervisor / Peer /  Community Leader/ Other** |  |  |  |
| **Email** |  |  |  |
| **Mobile Phone** |  |  |  |

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| **PHOTO** |

We provide to the client a summary of all candidates and as part of the summary of each candidate we like to include a head-shot photo of the candidate. Please include a **head shot photo** below and, also ensure the photo is not of a significant megabyte size.

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| **BACKGROUND CHECKS** |

If you are the selected candidate for this position you will be required to undergo *Police, Bankruptcy, and Education* background checks.

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| Have there been any occurrences or events in your past that may be of concern if you are required to undergo such a background check? This may, for example, involve a criminal record, being an undischarged bankruptcy, claiming qualifications that may not be factual, or under investigation by ICAC or other authority. | **YES**    Highlight preferred box, double-click and choose ‘Checked’ | **NO** |

If you have answered YES, you should discuss this with Alan McCormack **before** finalising your application.

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| **ELIGIBILITY TO WORK IN AUSTRALIA** |

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| Are you an Australian/New Zealand citizen or have the necessary permits to work unrestricted in Australia | **YES**    Highlight preferred box, double-click and choose ‘Checked’ | **NO** |

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| **ADVERTISING OF THE POSITION** |

It will help us greatly for our future advertising if you can nominate where you saw the position advertised or how you came to know about the availability of the position:

**WEBSITE** (please nominate which site)**:**

**NEWSPAPER** (please nominate which publication)**:**

**LOCAL GOVT JOB DIRECTORY**:

**DIRECT CONTACT** BY BLACKADDER ASSOCIATES**:**

**OTHER:**

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| **MOTIVATION FOR YOUR APPLICATION** |

It will help us to appreciate your current situation if you can nominate for us the **reason(s)** for seeking this position. In up to **two short paragraphs** tell us, for example, **why move from your current job, why this job, why this location, why local government?**

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| **KEY SELECTION CRITERIA RESPONSES** |

Please address the key selection criteria below by illustrating your responses **with examples of how you meet the criteria –** it is not sufficient to just indicate what you have done – **we are more interested in the ‘how.’**As a guide, we need **no more than one page** (no more) on each response.

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| 1. Extensive work history within Local Government (3 – 5 years) at an executive management level |
| **RESPONSE**: |
| 1. Appropriate tertiary qualifications relevant to the position. |
| **RESPONSE**: |
| 1. Experience in effectively developing and managing strategic relationships with all stakeholders, i.e. Mayor, Councillors, staff and other levels of Government |
| **RESPONSE:** |
| 1. Broad understanding of relevant State and Federal government requirements as they apply to local government authorities. |
| **RESPONSE**: |
| 1. Expertise in change management coupled with a positive attitude towards initiating and leading change when necessary (specifically regarding organisational cultural change and performance improvement). |
| **RESPONSE**: |
| 1. Experience in overseeing strategic planning and reporting, financial and workforce planning, and management. |
| **RESPONSE**: |
| 1. Understanding and commitment to corporate governance and legal compliance, including internal audit and risk management.   **RESPONSE:** |
| 1. Superior interpersonal, communication and negotiation skills at all levels with specific experience in media management.   **RESPONSE:** |
| 1. Extensive experience in corporate strategic, operational and financial planning, preferably   **RESPONSE:** |
| 1. Experience with asset management, infrastructure planning and delivery of major projects   **RESPONSE:** |
| 1. Experience in providing common sense and practical solutions to the various issues facing Council   **RESPONSE:** |
| 1. Current Class C Driver’s Licence.   **RESPONSE:** |

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| **APPLICANT STATEMENT** |

*I have completed my application in good faith, honestly and completely, providing all information requested and/or associated with my application.*

**Name:**

**Date:**