



## HUMAN RESOURCES – PAYROLL OFFICER

The Shire of Yilgarn invites applications for the position of Human Resources - Payroll Officer.

An attractive remuneration package will be in the range of \$97,291 to \$102,023 and will include base salary, superannuation of 11.5% and additional Council contributions of 7.5% (subject to matching), housing or housing allowance and other benefits.

The primary responsibilities of the position are:

- Undertaking accurate and timely processing of payroll including single touch payroll and superannuation lodgement;
- Providing confidential HR support to senior management including staff recruitment, training schedules and annual staff reviews;
- Providing effective internal and external customer service; and
- Assisting the Senior Management with various duties.

An application pack is available at [www.yilgarn.wa.gov.au](http://www.yilgarn.wa.gov.au). Further information can be obtained by contacting Executive Manager Corporate Services – Cameron Watson on 0428 775 325 or [emcs@yilgarn.wa.gov.au](mailto:emcs@yilgarn.wa.gov.au).

Written applications, addressed to the Chief Executive Officer and marked confidential, will be received up to **4:00pm Monday 12<sup>th</sup> August 2024** and should be marked "Confidential Application – Human Resources-Payroll Officer". Refer to the Application Pack on what forms are to be completed and how to apply.

**Nic Warren**  
**Chief Executive Officer**  
**Shire of Yilgarn**  
**PO Box 86**  
**SOUTHERN CROSS WA 6426**

**PLEASE NOTE:** Canvassing of Councillors will lead to disqualification. If successful in obtaining the position you will be required to obtain relevant police checks, and to provide evidence of all claimed qualifications prior to commencing employment. This position is subject to a National Police Clearance and Pre-Employment Medical Assessment.

## YILGARN PROFILE

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The Shire of Yilgarn is 30,720 square km in area and has a population of approx 1,500. The Yilgarn is known by many as the 'Gateway to the Wheatbelt and the Goldfields'. The name "Yilgarn" is aboriginal for 'white stone' or 'quartz'.

Southern Cross is the major town centre of the Shire of Yilgarn and is 370km east of Perth along the Great Eastern Highway. Other town sites in the Shire include Bodallin, Bullfinch, Ghooli, Koolyanobbing, Marvel Loch, Moorine Rock, Mt Hampton and Yellowdine.

The two major industries in the area are Mining and Rural/Agricultural. Gold, Gypsum, Lithium, Salt and Iron Ore are mined, while grain, wool, sheep, cattle and pigs are the focus of the rural industry. The co-existence of mining and agriculture has balanced the Yilgarn economy, with the two activities supplementing and complementing each other through their respective boom and bust cycles.

There are many wonderful places of attraction throughout the Shire including Baladjie Rock, Frog Rock, Karalee Dam, Hunts Soak, Yilgarn History Museum, just to name a few. The wildflower season is an excellent time to visit the Yilgarn to see the many beautiful colours of the area.

The people and places make the Yilgarn a place to remember. The long history surrounding the Shire is famous to many throughout the State and complements the existing beauty and adventure of the Shire of Yilgarn. For more information on any tourist attractions in the area, as well as booking train tickets and tourist brochures visit the Shire Office, the tourism information centre or at [visit.yilgarn.wa.gov.au](http://visit.yilgarn.wa.gov.au)

The Shire of Yilgarn has the following facilities on offer:

- Yilgarn Bowling Club
- Southern Cross Tennis Club
- Southern Cross Recreation Complex
- Southern Cross Senior Citizen's Centre
- Southern Cross Community Centre
- New Aquatic Centre
- Regular Train Services (Prospector) to and from Perth and Kalgoorlie
- Southern Cross Airfield
- Southern Cross Golf Club
- Moorine Rock Primary School
- St Joseph's Catholic Primary School
- Southern Cross District High School
- Child Care Centre

Further information on these facilities can be found here:  
<http://www.yilgarn.wa.gov.au/facilities/>

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# INFORMATION FOR PROSPECTIVE APPLICANTS

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Thank you for your interest in the advertised position. These guidelines are presented to assist your application process, please read the following information.

## **Eligibility**

Check the requirements (skills, qualifications, experience) for the position as described in the advertisement and position description to assess your suitability for the role. The successful applicant is required to provide evidence of all claimed qualifications prior to commencing employment.

As an Equal Employment Opportunity employer, the Shire of Yilgarn encourages applications from individuals of diverse backgrounds to apply, to join us in servicing our community.

*Note:* Canvassing of Councillors will disqualify.

## **Preparing your Application**

In order to be considered for a position, you must be able to demonstrate your suitability for the position advertised. Applications will be assessed against the requirements (skills, qualifications, experience) outlined in the position description.

The decision to shortlist applicants will be based on the information provided in the application against the requirements described in the position description.

If at all possible, your application should be typed. If this is not possible, ensure that your writing is clear and easy to read. Your application should include:

- Application for Employment Form
  - ✓ Please complete the application form included in this information.
  - ✓ Include a covering letter addressing your suitability for the role.
  - ✓ Reference the position you are applying for, and your desire and suitability, together with any relevant information on your availability for an interview.
  - ✓ You may wish to summarise your application and emphasise your strongest points and achievements.
- Current Resume/Curriculum Vitae
  - ✓ Personal Details – Name, address and telephone number.
  - ✓ A summary of your work history starting with the most recent. Information should include employment dates and details of duties, performance and your achievements in each job. Don't forget to add any experience you may have of acting/relieving in this role or similar.
  - ✓ Any activities you have undertaken outside of work which are relevant to the application.
  - ✓ Your qualifications, education and training achievements (be sure to include any education you are currently undertaking).
  - ✓ Photocopies of relevant formal qualifications (if available).
- Referees

Two referees plus their contact phone numbers must be nominated in your application – they must be able to comment on your work performance (e.g. your direct supervisor/manager). Referees should be contacted for approval before listing them in your application.

*Note:* An application for one position will not be held over to be used for another position.

### **Closing Date**

Check the closing date for the application. Ensure your application is received at the Administration Office before the closing date and time.

### **Lodgement of Application**

You should provide us with only one copy of your complete application. Please do not submit your application in plastic sleeves, cardboard folders, binders, files or spiral bound. Please do not submit originals of documents, as applications for employment are not normally returned. All applications may be submitted in any of the following ways:

#### *Written submissions*

Please address your application to:

Chief Executive Officer  
Shire of Yilgarn  
PO Box 86  
SOUTHERN CROSS WA 6426  
(Mark envelope "Confidential" and title of the position applying for)

#### *Hand delivery*

You can hand deliver your application to:

Shire of Yilgarn – Administration Office  
23 Antares Street  
Southern Cross WA 6426  
Between 8:30am and 4:30pm – Monday to Friday.

#### *Electronic (Emailed) submissions*

Please ensure that your application is submitted in Microsoft Word compatible format. Send applications to [ea@yilgarn.wa.gov.au](mailto:ea@yilgarn.wa.gov.au)

### **Post Application Process**

- Short listed applicants will be notified by email or telephone.
- All unsuccessful applicants will be notified in writing once an offer of employment has been accepted.

### **Interviews**

If you are shortlisted, you will be invited to attend an interview which may be with 2 or 3 interviewers (i.e. HR, Supervisor, and Manager). The interview questions are designed to assess your suitability to the position you are applying for, and will consistently be asked of every applicant. Some of the questions will be asking you to describe specific examples of your past work experiences. The interviewers will take note of your responses to the questions to assist with the selection process.

The interview is also your opportunity to ask questions to assess the position's suitability for you! Feel free to prepare a few questions you may wish to ask the interviewers.

At the completion of the process, all applicants will be notified of the outcome of their application.

### **Records**

Your application and any information gathered on your application throughout the recruitment process will be kept confidential for a period no longer than six (6) months and disposed of securely.

### **Offer of Employment**

If offered the position, and prior to appointment, prospective employees shall be required to undertake the following:

- Pre-Employment Medical Examination

Appointment to the position is not confirmed until a pre-employment medical examination is completed and accepted. This may also include a Drug & Alcohol Screening Test.

The cost of the Pre-Employment Medical Examination will be met by the Shire of Yilgarn after appointment.

Also provision of:

- Police Clearance

The successful applicant will be required to obtain a National Police Clearance Certificate not more than three months old.

- Right to Work in Australia Verification

Australian Passport or Birth Certificate.

If prospective employee is not an Australian citizen, a Visa Entitlement Verification.

### **Queries?**

If you require any further information or have any questions regarding the position, your application or the selection process, please contact Councils Executive Manager Corporate Services on 9049 1001.

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# CONDITIONS, BENEFITS AND REMUNERATION

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The following Conditions of Employment are as per:

- Shire of Yilgarn Enterprise Agreement 2021 and/or
- Local Government Industry Award 2020 (LGIA) and/or
- National Employment Standards (NES)

and the below mentioned conditions should not be construed to be the limitations of conditions.

## **STANDARD CONDITIONS:**

### Equal Employment Opportunity

The Shire of Yilgarn is an equal opportunity employer and has adopted an EEO policy in accordance with legislation. A copy of the policy is available for all staff to read and is provided in the 'Council Staff Policy Manual'.

### Working Hours

- The Administration Staff  
Office hours are from 8:00am until 5:00pm each day from Monday to Friday, with a fifteen (15) minute morning tea break and a one (1) hour unpaid lunch break. Full-time employees - 0.4 of the ordinary hours worked contribute towards one rostered day off per month.
- Operational Works Crew  
Shall work a minimum 76 ordinary hours plus 15 hours overtime per fortnight spread over 10 days - Monday to Friday working between 6.00am to 6.00pm. By mutual Agreement, variation to hour's arrangements, including shift lengths and start and finish times, may be entered into by the Executive Manager Infrastructure or his appointed officer and affected employees. On occasions the successful applicant will be required to work on Saturdays. Full-time employees work and extra 0.4 ordinary hours contributed towards one rostered day off per month.

A thirty (30) minute unpaid meal break for operational works crew will be taken between the hours of 11.00am and 2.00pm as dictated by operational requirements. A fifteen (15) minute rest period can be taken any time between the start time and the lunch break in accordance with operational requirements. Other times may be negotiated between the employer and employee to suit the work at hand and the individual employees' needs. Full-time employees - 0.4 of the ordinary hours worked contribute towards one rostered day off per month.

- Other Operational Staff  
Not all operational staff work full time hours or work under conditions that have a component of guaranteed overtime. Employees who work irregular hours or prescribed seasonal work, refer to their letter of engagement for their spread of hours.

### Overtime/Time in Lieu

No overtime or time in lieu is to be worked without prior authorisation of the employee's Manager/Supervisor or as per contract.

### Annual Leave

- Annual Leave is as per the NES, being four (4) weeks accrued progressively during a year of service, including 17.5% leave loading. Manager's Annual Leave will be as per their contract.
- Pro-rata equivalent for part-time employees.
- Annual leave is not applicable to employees employed on a casual basis.

### Personal/Carer/Bereavement Leave

- Each full-time employee is entitled to Sick, Carer's and Bereavement Leave as per the *Shire of Yilgarn Enterprise Agreement 2021*.
- Part-time employees receive a pro-rata entitlement to sick leave based on the number of hours they work.
- A certificate from a registered health practitioner or statutory declaration must be produced for sickness absence two (2) days or more. Absence without necessary documentation when required will result in the employee not being paid.
- Three (3) days bereavement leave is available on the death of a member of the employee's immediate family. Bereavement leave is non-cumulative. Refer to *Shire of Yilgarn Enterprise Agreement 2021* for eligibility.

### Long Service Leave

- Full-time employees are entitled to thirteen (13) weeks of Long Service Leave after ten (10) years of continuous Local Government Service, transferrable between all Local Government Authorities in Western Australia. Long Service Leave starts accruing pro rata after seven (7) years of continuous Local Government Service.
- Part-time employees receive a pro-rata entitlement based on the number of hours they work.

### Superannuation

Currently the Shire of Yilgarn contributes compulsory superannuation of an employee's gross pay at 11.5% as per the Superannuation Guarantee.

### Probationary Period

A probationary period of three (3) months is applicable to this position (unless otherwise specified). During the period performance will be assessed and managed against the requirements set out on the Position Description. The probation period can be extended if initial performance is unsatisfactory.

### Annual Performance Review

If the appointee is granted permanency, a Staff Development Performance Review will take place at least once in every calendar year. The annual review will include an assessment of achievement of the key duties and responsibilities and will be used to identify training and development needs.

### Code of Conduct

All staff are to be familiar with and abide by the adopted Staff Code of Conduct. A copy of the Code is available for all staff to read.

## **ADDITIONAL BENEFITS:**

The following additional benefits are applicable to the Shire of Yilgarn employees and are above the requirements of the Local Government Industry Award 2020 and the National Employment Standards.

### Superannuation

In addition to employer compulsory superannuation, permanent Full-Time or Part-Time employees may make their own voluntary contributions to the superannuation fund of their choice. Employee superannuation contributions may be a fixed amount per pay or a percentage of the pay value, with a minimum being 1%. Council will contribute a percentage as per the current 'Council Staff Policy Manual' which is currently 7.5%.

### Uniform Allowance

- **Administration Staff**  
To maintain Council's corporate image administration staff are encouraged to wear a uniform. To support wearing of uniforms, Council will contribute an allowance per employee (pro-rata for part-time employees) per year. Allowance is only to be used to buy Council's adopted uniform. This allowance is not applicable for casual employees.
- **Operational Works Crew**  
Clothing and protective equipment (safety jacket, boots, etc) is supplied by Council as per *Shire of Yilgarn Enterprise Agreement 2021*. Not all positions in the operational staff are entitled to the above clothing requirements.

### Tea Breaks

Tea Breaks are not catered for under the Local Government Industry Award 2020. Council permits its employees a fifteen (15) minute allocation for a morning tea break.

### Housing Incentive

Refer to 'Council Staff Policy Manual' for the current rate or as per the Individual Flexibility Agreement.

### Staff Training

Council allows appropriate accommodation (including meals) and travel expenses to be incurred by Staff when attending approved Training Seminars and Courses. Accommodation is to be arranged only by the relevant Department Manager. Payment for private accommodation will not be granted unless approved by the Chief Executive Officer.

### Flu Vaccinations

Staff will be reimbursed for the gap portion of receiving a flu injection, upon receipt of appropriate paid account as long as prior authorisation of the employee's Manager/Supervisor has been received.

### Rostered Day Off (Full-Time employees only)

If applicable to your position, full-time employees are entitled to one (1) Rostered Day Off after every nineteen (19) working days. Rostered Days Off cannot be accumulated or as per contract.

### Service Pay

Refer to 'Council Staff Policy Manual' for the current rates/years of service.

### Removal/Relocation Expenses

Refer to 'Council Staff Policy Manual' for the current information.

### Retirement Seminars

Refer to 'Council Staff Policy Manual' for the current information.



## HR-PDA-024 POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Human Resources / Payroll Officer – HR-PDA-024</b>
<b>DEPARTMENT:</b>	Administration
<b>LEVEL:</b>	7.0
<b>AWARD:</b>	Shire of Yilgarn Enterprise Agreement 2021
<b>LOCATION:</b>	Southern Cross

### 1. POSITION OBJECTIVES:

- 1.1. Deliver quality customer service through accurate and confidential payroll services to the management and staff within the Shire of Yilgarn in accordance with relevant industry awards, workplace agreements and legislation;
- 1.2. Provide Human Resources support to staff and managers to ensure that the Shire achieves its strategic objectives, complies with statutory obligations, and applies best practice procedures.

### 2. GENERAL JOB-RELATED INFORMATION:

- 2.1. This position operates out of the Shire Administration Office, or elsewhere as reasonably directed by the employer.
- 2.2. Some out of hours work may be required including evening and weekends.

### 3. KEY DUTIES AND RESPONSIBILITIES:

- 3.1. Payroll
  - 3.1.1. Undertake the accurate and timely administration and processing of payroll in accordance with relevant awards, agreements, taxations and other legislation;
  - 3.1.2. Maintain the integrity of the payroll system and associated processes through accurate and complete administrative and payroll processes, data entry, record keeping and document management;
  - 3.1.3. Ensure all employees information including payroll deductions, award payment and entitlements are accurate and appropriately authorised by Management and staff;
  - 3.1.4. Maintain confidential personnel and payroll records from commencement to termination with an accurate audit trail;
  - 3.1.5. Comply with all relevant legislation that relates to payroll such as superannuation and taxation;
  - 3.1.6. Administer a range of personnel and payroll related activities, including:
    - Fortnightly Single Touch Payroll lodgement;
    - Fortnightly contributions to Superannuation Funds are balanced and remitted;
    - End of Year Processing in accordance with legislative and auditing requirements.
  - 3.1.7. In consultation with the Finance Manager, compile the Long Service Leave and Annual Leave Accrual Report;
  - 3.1.8. Produce ad hoc reports including payroll leave, pay rates, allowances, costings in response to Manager/employee requests;
  - 3.1.9. Any other duties as directed by the Finance Manager or the Executive Manager Corporate Services.

### 3.2. Human Resources

- 3.2.1. Provide confidential HR support to the Chief Executive Officer and Executive Managers;
- 3.2.2. Prepare documentation for staff recruitment;
- 3.2.3. In conjunction with the Work, Health & Safety Officer, conduct inductions for all new employees;
- 3.2.4. Training schedules to be updated as and when required;
- 3.2.5. Organise pre-employment medicals;
- 3.2.6. Ensure staff training and certification is captured in Synergysoft;
- 3.2.7. Maintain and update all HR forms and templates;
- 3.2.8. Liaise with relevant staff in relation to Workers Compensation matters;
- 3.2.9. Ensure that employee data is kept up to date in a timely manner (driver's licences, certificates, training, etc);
- 3.2.10. Ensure Position Descriptions and reviews are updated and records managed for each staff member annually;
- 3.2.11. Assist Managers with the preparation of annual performance reviews (typing up blank forms, providing sick days, incidents/accidents, etc);

### 3.3. Administration

- 3.3.1. Comply with relevant legislation regarding documentation and record keeping (Records Management);
- 3.3.2. Display a professional image, ensuring sound judgement, initiative, sensitivity and confidentiality are considered at all times;
- 3.3.3. Act as the alternate Officer in relation to processing creditor transactions and payments and other tasks, including Transport Licencing functions, as required;

### 3.4. General Duties

- 3.4.1. In the absence of other employees on leave, it will be a requirement of this position to relieve in such positions subject to required knowledge of the particular position;
- 3.4.2. Any other duties consistent with the level of this position and the principles of broad banding.

## 4. ORGANISATIONAL RELATIONSHIPS:

### 4.1. Responsible to

Chief Executive Officer (Human Resources)                      Finance Manager (Payroll)

### 4.2. Supervision of

None

### 4.3. Liaison

#### Internal

Chief Executive Officer  
Executive Manager Corporate Services  
Councillors  
Other staff and employees

#### External

General Public  
Government Agencies  
Contractors/Suppliers  
Other Councils

## 5. OCCUPATIONAL SAFETY AND HEALTH:

The following are your responsibilities to ensure that a safe and health work environment is maintained:

- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.

- To observe all safe working practices as directed by the supervisor and use of personal protective equipment as provided.
- Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.

### 6. EXTENT OF AUTHORITY:

- 6.1. Works under general supervision and work outcomes are regularly monitored by the Finance Manager and Chief Executive Officer;
- 6.2. Responsible for checking own work to ensure accuracy and good presentation.

### 7. SELECTION CRITERIA:

#### 7.1. Essential

- 7.1.1. Demonstrated ability to provide an accurate and efficient computer payroll service;
- 7.1.2. Certificate of Secondary Education;
- 7.1.3. A high level of computer literacy and keyboard skills, with an emphasis on payroll and accounting systems, spread sheets and word processing, preferably Microsoft Office;
- 7.1.4. Sound knowledge and experience of human resource functions with a demonstrated ability to apply and interpret industrial awards and agreements, legislation and procedures, particularly as they relate to Local Government;
- 7.1.5. Ability to work effectively in a team environment, accept responsibility and work with limited supervision;
- 7.1.6. Proven ability to work under pressure whilst exercising initiative, judgement and enthusiasm and to plan and prioritise work to achieve required outcomes;
- 7.1.7. Sound record keeping, administrative, problem solving and time management skills with a demonstrated ability to effectively manage multiple projects;
- 7.1.8. Demonstrated well developed communication, liaison and interpersonal skills and the ability to liaise with senior management and external and internal clients;
- 7.1.9. Hold a current WA "C" class drivers licence;
- 7.1.10. Provision of a National Police Clearance (no older than 3 months).

#### 7.2. Desirable

- 7.2.1. Understanding or experience in Local Government environment including a sound knowledge of Council's organisational structure and functions;
- 7.2.2. Studies in a Human Resources related field
- 7.2.3. Knowledge of basic accounting/bookkeeping practices;
- 7.2.4. Knowledge of the financial system SynergySoft

### 8. TRAINING:

The Shire of Yilgarn will provide occupational training and development opportunities to the successful applicant including the costs of attending appropriate training.

### 9. PERFORMANCE REVIEWS:

- 9.1. Reviews shall be conducted annually on the following Key Performance Indicators:
- 9.1.1. Quality of Work
  - 9.1.2. Quantity of Work
  - 9.1.3. Relationships with people
  - 9.1.4. Initiative
  - 9.1.5. Meeting work deadlines
  - 9.1.6. Decision making
  - 9.1.7. Commitment and attitude
  - 9.1.8. Supervising/Managing work or others (if applicable)

### 10. SALARY PACKAGE DETAILS:

Full time employment – Human Resources / Payroll Officer

REMUNERATION	LEVEL	
	7.0	7.3
Cash Component	75,325	79,257
Annual Leave Loading @ 17.5%	1,014	1,067
Superannuation Guarantee @ 11.5%	8,662	9,115
Council Superannuation @ 7.5% (subject to employee matching contribution)	5,649	5,944
Housing Allowance	6,240	6,240
Uniform Allowance	400	400
<b>TOTAL PACKAGE</b>	<b>97,291</b>	<b>102,023</b>

### 11. CERTIFICATION:

- 11.1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.  
CHIEF EXECUTIVE OFFICER – Mr Nic Warren

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

- 11.2. As occupant, I have noted the statement of the duties, responsibilities and other requirements as detailed in this document.  
HUMAN RESOURCES / PAYROLL OFFICER

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## APPLICATION FOR EMPLOYMENT

Thank you for your interest in this position with the Shire of Yilgarn. Please complete the following questions and attach with your application.

VACANCY DETAILS			
<b>Position Title:</b>			
PERSONAL DETAILS			
<b>Surname:</b>		<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
<b>Given Names:</b>		<b>Date of Birth:</b>	
<b>Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Email:</b>			
<b>Daytime Contact No:</b>		<b>Mobile:</b>	
Are you an Australian Citizen or permanent resident of Australia?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, do you currently hold a Visa allowing you to work in Australia? (If yes, please attach a copy.)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you hold a current Motor Vehicle Driver's Licence? If yes, please provide details:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>State:</b>	<b>Class(es):</b>	<b>No#:</b>	<b>Expiry:</b>
Do you hold a current: <input type="checkbox"/> National Police Clearance <input type="checkbox"/> Working with Children Check OR <input type="checkbox"/> willing to obtain clearance/s.			
RECRUITMENT SOURCE			
How did you <b>first</b> become aware of this vacancy?			
<input type="checkbox"/> Shire of Yilgarn website	<input type="checkbox"/> Other website		
<input type="checkbox"/> Local Government Jobs website	<input type="checkbox"/> Local newspaper		
<input type="checkbox"/> WA Govt Jobs website	<input type="checkbox"/> West Australian		
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Other		
ATTACHMENTS			
Please ensure you have attached all the required documents (see <i>Information for Prospective Applicants</i> for details).			
<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Resume / Curriculum Vitae		
<input type="checkbox"/> Referees (2 contactable work referees, preferably Supervisors or Managers)			
<input type="checkbox"/> Copies of relevant qualifications			
AVAILABILITY			
How soon would you be available to commence work: (If currently employed, what is the minimum period of notice required?)			

## Declarations

The following declarations are NOT a barrier to being considered for employment, but will assist us to take due care in assessing placement should you be the successful applicant.

<b>HEALTH</b>	
To the best of your knowledge, do you have a medical condition, injury or disability that would impact your ability to undertake the duties of the position you applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If "yes", please provide details of condition:</b>	
<b>CRIMINAL CONVICTIONS</b>	
Have you ever been convicted of any offence in any court, or are you currently subject to any charges pending before court, or the subject of an investigation before a tribunal? <i>(You do not need to give details of any conviction which you have had declared spent under the "Spent Convictions Act 1988".)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If "yes", please provide details:</b>	
<b>APPLICANT DECLARATION</b>	
I declare that all the above statements and attached supporting information are true in all respects and consent that this information will be stored and used for the purposes of assessing suitability for employment. I understand that in providing referees I consent to them being contacted. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. <i>(If submitting a hard copy, please sign and date. If emailing, please enter your name and date, we will consider this consent as described above.)</i>	
<b>Applicant's signature:</b>	<b>Date:</b>