

GMW Employment Application



GMW is an equal opportunity employer supporting diversity and inclusion in the workplace. GMW encourages people with diverse backgrounds, experience and perspectives to apply.

Please mark your application subject line as:

Confidential – *Insert Name* – Application – *Insert Position Number* - *Insert Position Title *
 eg. Confidential - John Doe – Application – CAS000 – Customer Service Officer

and email to recruitment@gmwater.com.au or send to:

Recruitment
 Goulburn-Murray Water
 PO Box 165
 Tatura VIC 3616

Personal Particulars			
First Name:		Last Name:	
Postal Address:			
Email Address:			
Mobile Number:		Contact Number:	
Are you currently eligible to work in Australia?	☐ Yes – Permanent Resident ☐ Yes – Citizen ☐ Yes – Current Visa If Yes, Visa Type: ☐ No		
Are you of Aboriginal or Torres Strait Islander origin?	☐ Aboriginal ☐ Torres Strait Islander ☐ Neither ☐ Do not wish to disclose		
Application Information	A current curriculum vitae (CV) is required to be submitted with your application. Please note CVs should be in Microsoft Word or PDF formats.		

Position Details			
Position Number:		Position Title:	
Have you previously applied for employment with GMW? ☐ No ☐ Yes, please specify.			
Have you previously been employed by GMW? ☐ No ☐ Yes, please specify.			

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If successful, when would you be able to commence?

Please specify your salary expectations.

Please explain why you are interested in applying for this position.

Where did you hear about this position vacancy?

☐ Seek

☐ LinkedIn

☐ NRM Jobs

☐ GROW

☐ Other (please specify): _____

Education and Qualifications

Please outline all qualifications and education history relevant to the position. *Please attach a copy of your CV.*

Please provide details of all relevant licenses held and expiry dates.

Medical History

Do you currently have, or have you previously had, any health conditions or disabilities that may affect your ability to carry out the responsibilities described in the position you have applied for?

Yes ☐ No ☐

If yes, please provide full details below (if you require additional space please use a blank page and attach it to your application).

Do you require any special equipment or assistance to perform the duties anticipated in the position you are applying for? ☐ No ☐ Yes - If yes, please provide full details below.

I understand that I may be required to undergo a medical examination which may include a functional capacity assessment and a check of prior WorkCover claims to ascertain whether I can perform the inherent requirements of the position without endangering, or posing a risk to the health and safety of myself or others.

I hereby agree to participate in a medical examination and functional capacity assessment and authorise Goulburn-Murray Water to access my WorkCover claims history.

Signed: _____

Date: _____

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Police Check

Note: The successful applicant will be required to provide Goulburn-Murray Water with a police check prior to confirmation of their employment.

This information will only be considered relevant to the position, insofar as the information discovered relates to the duties to be performed.

If successful in my application for this position, I agree to provide a police check in the manner required by GMW, if GMW so requires.

Signed: _____

Date: _____

Application Declaration

I declare that all of the above information that I have provided is correct, accurate and complete.

I fully understand that I am obliged to disclose any relevant information, including but not limited to, my fitness or health, skills, experience, qualifications or any other situation that could preclude or interfere with the satisfactory performance of the duties of the position.

I understand that failure to do so may result in termination of employment or impediments to any related workers compensation claims.

Signed: _____

Date: _____

Goulburn-Murray Water (GMW) protects your privacy by collecting and handling your personal information in accordance with the requirements of the *Privacy and Data Protection Act 2014*. Personal information collected in relation to your employment application will be used to process and assess your application. If you do not provide GMW with your personal information, GMW may not be able to process your employment application. Disclosure of such information is usually limited to GMW employees, agents and contractors. At times, GMW may be legally required to disclose personal information, for instance to the police, courts or other authorised organisations such as the Australian Taxation Office and Centrelink. When you provide information about another individual such as a referee, you acknowledge that you are authorised to provide that information and the individual has been made aware that they may be contacted by one of our representatives. Any health information provided in your application will be handled in accordance with the requirements of the *Health Records Act 2001*. You may gain access to and correct your personal information under the *Freedom of Information Act 1982* (Vic). For further information regarding GMW's privacy statement please refer to our [privacy](#) webpage.