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|  | APPLICANT RESPONSE FORM |
| Document Reference No: CMA 321 FORM |

**Job Application Form**

Please complete this form as part of your application.

In addition to this form you will also need to include a covering letter, a resume outlining education, employment history, copies of certificates / qualifications / licenses (as identified in the position description), details of 2 professional referees and any additional information relevant to the position.

Reponses must address the core capabilities, values and behaviours necessary to successfully fulfil the requirements of the position

* be a maximum of 4 pages
* be relevant and concise, dot points are acceptable

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| **Position details** |
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| **Position title** | Community Parterships Coordinator |
| **Position location** | Mildura  |
| **Applicant details** |  |
| **Name:**  |  |
| **Email address:***Please note – all correspondence in relation to this application will be sent to your email address* |  |
| **Phone number:** |  |

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| **Template to use in requesting address of KEY SELECTION CRITERIA (KSC)** |
| Please provide a specific response to the following selection criteria:KSC1: Excellent interpersonal, verbal and written communications skills. KSC2: Previous experience working in a similar role.KSC3 Highly developed interpersonal skills with the ability to build strong relationshiposKSC 4 Experience in the use of social media tools and high level of creativity and initativeKSC 5 Proactive with a positive can do attitudeKSC 6 Experience in leading the development of high level communication plans, eg. Consultation Plans for Environmental Effects Statements and Environment Reports, as part of the environmental assessment process KSC7: Ability to write accurate reports and program documents that meet audience needs and contain the necessary information to achieve their purpose.KSC 8 Ability to liase with media and prepare material for public release to a wide range of audiences.  |
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File action: *Human resources application file*