|  |  |
| --- | --- |
|  | 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

|  |  |
| --- | --- |
| **Position details** | |
|  |  |
| **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:** |  |

|  |
| --- |
| **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 relationshipos  KSC 4 Experience in the use of social media tools and high level of creativity and initative  KSC 5 Proactive with a positive can do attitude  KSC 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. |
|  |

File action: *Human resources application file*