Devonport City Council
Assistant Assets Officer
Job Application Form

Please include this form, your resume and any other relevant material in your application. Visit www.devonport.tas.gov.au or contact Human Resources for a copy of the position description.

Applicant Details: **Title:** ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other		
Given Name:		**Family Name:**
Home Address:		
Postal Address:		
Post Code:	**State:**	**Country:**
Home Phone:		**Work Phone:**
Mobile:		**Email Address:**
Are you legally entitled to work within Australia?		
☐ Yes		☐ No
If you are legally entitled to work within Australia, please advise:		
☐ Yes, I am an Australian Citizen/Permanent Resident of Australia		
☐ Yes, I hold a valid work visa		Type of Visa:
Visa Number:		Expiry Date of Visa:
Statements Addressing Selection Criteria – Essential Criteria (please feel free to attach any further information as required):		
Completion of Year 12 with strong results in mathematics, science, technology or related subjects		
Willingness to obtain qualification in asset management, engineering, spatial science.		
Demonstrated understanding of standard office software		
Current driver's licence or ability to obtain one within an agreed timeframe		

National Police check	
Statements Addressing Selection Criteria – Desirable Criteria (please feel free to attach any further information as required):	
Diploma in Engineering, Business, Accounting, IT, or relating field	
Knowledge or experience using Technology One business system, ESRI ArcGIS system, or other similar Asset Management or Spatial Software platforms	
Strong analytical and technology skills with the ability to learn new systems and processes	
Good time management and prioritisation skills	
Good written and verbal communication skills	
Estimating experience in related fields	
Legislation – knowledge of provisions of Acts, Regulations, Procedures and Standards relevant to the position	
Working knowledge of Local Government	
Current White Card (Work Safely in the Construction Industry) required to enter a civil construction site	
Please list details of 2 referees who are able to comment on your skills in relation to the selection criteria	
Name:	Position:
Organisation:	
Phone number:	Email:
Name:	Position:

Organisation:	
Phone number:	Email:

Declaration

I, ... **(name)** confirm that I have answered all questions honestly and to the best of my knowledge. I understand that providing false or misleading information or withholding relevant information, may result in the withdrawal of an offer of employment or dismissal.

..... **(Signature)** ..... **(Date)**

How did you become aware of this vacancy?

☐ DCC Website	☐ The Advocate	☐ The Examiner	☐ The Mercury
☐ From a work colleague	☐ Seek.com	☐ Professional website (PIA, CPA, etc)	☐ Other, please specify _____

Council values the benefits of a diverse workforce. If you are selected for an interview, please let Human Resources know if you require any additional assistance by phoning 03 6424 0511.