



Mareeba
SHIRE COUNCIL

Employment Application Form

1. Position Details

Position Name: Trainee Business Administration		Group: Human Resources
Type: Full Time	Hours of work: 72.5 hours p/f	Class: Temporary
Classification: Traineeship	Level: TBA	Wages: Trainee Wages Apply
Superannuation: Up to 12%	Annual Leave: 5 weeks p/a	RDO: Yes

2. Applicant Details

First Name:		Preferred Name:	
Surname:			
Title:			
Residential Address:	Street Address:		
	Town/City:		
	State:	Postcode:	
Postal Address:(If different from above)			
Email Address:			
Telephone:	Home:	Mobile:	
Are you an Australian Citizen?	Yes:	No:	
If No, do have a working visa?	Yes (visa Type): (work eligibility)		No:
How did you first find out about this position?	Seek Newspaper	MSC Website MSC Facebook	Friend/Relative Other: _____



Any qualifications/tickets held – please list	Current QLD C Class Driver’s Licence Cert II or Cert III Other (please specify):
DECLARATION	
Do you have any criminal convictions or pending charges to declare or Driver’s Licence suspension (noting that a Criminal History Check may be undertaken)?	YES NO
I declare that, all the information provided in support of my application is true and correct.	
Signature:	Date:

For further information regarding this position, please contact Julie Bornholt, HR & Training Officer on 07 4086 4737 during business hours.

Submit your application by emailing it to recruitment@msc.qld.gov.au.

Applications should include:

- Current Resume
- Cover letter detailing relevant experience, **no longer than 300 words**
- Fully completed Employment Application Form

Applications Close: Midnight Friday, 10 March 2023

The personal information gathered by Mareeba Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.