



**Mareeba**  
SHIRE COUNCIL

## Employment Application Form

### 1. Position Details

Position Name: Executive Administration Officer		Group: Executive Support
Type: Full Time	Hours of work: 72.5 hours p/f	Class: Permanent
Classification: LGOA	Level: Level 1	Base per annum: \$52,500
Superannuation: Up to 12%	Annual Leave: 5 weeks p/a	RDO: 1 day per month

### 2. Applicant Details

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



## Employment Application Form continued -

<b>Qualifications/tickets held - please tick which ones you have or include others not listed:</b>	Current QLD C class driver's licence Current Senior First Aid/CPR  Other (please specify):
<b>DECLARATION</b>	
<b>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)?</b>	<b>YES      NO</b>
I declare that, all the information provided in support of my application is true and correct.	
<b>Signature:</b>	<b>Date:</b>

For further information regarding this position, please contact Kate Bertola, Senior Executive Support Officer on 1300 308 461 during business hours.

Submit your application by emailing it to [recruitment@msc.qld.gov.au](mailto:recruitment@msc.qld.gov.au).

Applications should include:

- Current Resume
- Short cover letter/email detailing relevant experience, **no longer than 300 words**
- Fully completed Employment Application Form

**Applications Close: Tuesday, 27 June 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.***