



**Mareeba**  
SHIRE COUNCIL

## Employment Application Form

### 1. Position Details

Position Name: Administration Officer (Fleet)		Group: Technical Services
Type: Full Time	Hours of work: 72.5 hours p/f	Class: Permanent
Classification: LGOA	Level: Level 3	Base per Annum: \$69,198
Superannuation: Up to 12%	Annual Leave: 5 weeks p/a	RDO: 1 day per month

### 2. Applicant Details

<b>First Name:</b>			
<b>Surname:</b>			
<b>Title:</b>			
<b>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:_____



<b>Qualifications/tickets held - please tick which ones you have or include others not listed:</b>	Current QLD C Class Licence Current Senior First Aid/CPR Certificate III in Procurement, Administration or related field  Other (please specify):
<b>DECLARATION</b>	
<b>Do you have any criminal convictions or pending charges to declare (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.	
Signature:	Date:

For further information regarding this position, please contact Jeff Jones, Senior Fleet 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
- Cover letter detailing relevant experience, **no longer than 300 words**
- Fully completed Employment Application Form

**Applications Close: Wednesday, 12 July 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.***