



**Mareeba**  
SHIRE COUNCIL

## Employment Application Form

### 1. Position Details

|                                |                               |                                 |
|--------------------------------|-------------------------------|---------------------------------|
| Position Name: Records Officer |                               | Group: Development & Governance |
| Type: Full Time                | Hours of work: 72.5 hours p/f | Class: Permanent                |
| Classification: LGOA           | Level: Level 1                | Base per Annum: \$54,600        |
| 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>Eligibility:</b>                                    | <p>Please indicate your eligibility to work in Australia.<br/><b><i>Applicants must either be an Australian or New Zealand citizen, Australian permanent resident or have unrestricted work rights in Australia. Employer visa sponsoring is not available.</i></b></p> <p>Australian/New Zealand Citizen<br/>Permanent Resident<br/>Australian Work Permit (Visa)<br/>I'm not eligible to work in Australia</p> |                             |                                |
| <b>How did you first find out about this position?</b> | Seek<br>Newspaper  | MSC Website<br>MSC Facebook | Friend/Relative<br>Other:_____ |



|  |   |            |           |
|--|---|------------|-----------|
| <b>Do you have a valid, UNRESTRICTED Queensland driver's licence without any current or pending suspensions, disqualifications or cancellations?<br/>Please tick YES or NO</b> |   | <b>YES</b> | <b>NO</b> |
| <b>Does your driver's licence include any Condition Codes such as A, B, I, M, S etc.?<br/>Please tick YES or NO</b>  |   | <b>YES</b> | <b>NO</b> |
| <b>Qualifications/tickets held - please tick which ones you have or include others not listed:</b>   | Current QLD C Class Licence<br>Current Senior First Aid/CPR<br>Cert III or Cert IV<br><br>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</b> | <b>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 **Suzanne Clark, Supervisor Governance & Compliance**, on 1300 308 461 during business hours only.

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: Thursday, 29 February 2024**

***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.***