



**Mareeba**  
SHIRE COUNCIL

## Employment Application Form

### 1. Position Details

Position Name: Administration Officer		Group: Infrastructure Services Executive
Type: Full Time	Hours of work: 72.5 hours p/f	Class: Permanent
Classification: LGOA	Level: Level 2	Base per Annum: \$66,946
Superannuation: Up to 12%	Annual Leave: 5 weeks p/a	RDO: 1 day per month

### 2. Applicant Details

First Name:			
Surname:			
Title:			
Address:	Street Address:		
	Town/City:		
	State:	Postcode:	
Postal Address:(If different from above)			
Email Address:			
Telephone:	Home:	Mobile:	
Eligibility:	<p>Please indicate your eligibility to work in Australia. <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 Permanent Resident Australian Work Permit (Visa) I'm not eligible to work in Australia</p>		
How did you first find out about this position?	Seek LinkedIn	MSC Website MSC Facebook	Friend/Relative Other:_____



<b>Do you have a valid, UNRESTRICTED Queensland driver's licence without any current or pending suspensions, disqualifications or cancellations?</b> Please tick YES or NO		<b>YES</b>	<b>NO</b>
<b>Does your driver's licence include any Condition Codes such as A, B, I, M, S etc.?</b> Please tick YES or NO and list and condition below		<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 driver's licence, list any conditions below: A I M S		
	Current Senior First Aid/CPR Experience in using the following Microsoft Office programs: Excel Word Outlook 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 **Marjorie Anthony, Infrastructure Services 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
- Cover letter detailing relevant experience, **no longer than 300 words**
- Fully completed Employment Application Form

**Applications Close: Wednesday, 25 June 2025**

***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.***