



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

1. Position Details

Position Name: Business Administration Trainee

Group: Administration

2. Applicant Details

Title:

Surname:

First Name:

Other Given Names:

Residential Address:

Street Address:

Town/City:

State:

Postcode:

Postal Address
(if different from
above):

Address:

Town/ City:

State:

Postcode:

Email Address:

Mobile Telephone:

Home Telephone:

3. Eligibility

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.

Please indicate your eligibility to work in Australia.

☐ Australian/ New Zealand Citizen

☐ Permanent Resident

☐ Australian Work Permit (Visa)

☐ I'm not eligible to work in Australia

Do you have a valid, UNRESTRICTED Australian driver licence without any current or pending suspensions, disqualifications or cancellations?		YES <input type="checkbox"/>	NO
Does your driver licence include any of the following Condition Codes? You may only drive a motor vehicle with an automatic transmission = A Other (please specify): _____		YES <input type="checkbox"/> <input type="checkbox"/>	NO <input type="checkbox"/> <input type="checkbox"/>
Please list any qualifications you hold relevant to the position:			

4. Declaration			
Do you have any criminal convictions or pending charges to declare (noting that a Criminal History Check may be undertaken)?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
I declare that all the information provided in support of my application is true and correct.			
Signature:		Date:	

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.