



Mareeba
SHIRE COUNCIL

Employment Application Form

1. Position Details

Position Name: Records Officer		Group: Information Systems & Governance
Type: Full Time	Hours of work: 72.5 hours p/f	Class: Permanent
Classification: LGOA	Level: Level 1	Base per Annum: \$56,511
Superannuation: 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:	Please indicate your eligibility to work in Australia. <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> Australian/New Zealand Citizen Permanent Resident Australian Work Permit (Visa) I'm not eligible to work in Australia		
How did you first find out about this position?	Seek LinkedIn	MSC Website MSC Facebook	Friend/Relative Other: _____



Do you have a valid, UNRESTRICTED Queensland driver's licence without any current or pending suspensions, disqualifications or cancellations? Please tick YES or NO		YES	NO
Does your driver's licence include any Condition Codes such as A, B, I, M, S etc.? Please tick YES or NO		YES	NO
Qualifications/tickets held - please tick which ones you have or include others not listed:	Current Queensland C Class driver's licence: list any conditions of licence: A I M S		
	Previous experience with the Microsoft Office Suite of programs Other (please specify):		
DECLARATION			
Do you have any criminal convictions or pending charges to declare (noting that a Criminal History Check may be undertaken)?		YES	NO
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, Coordinator Governance & Compliance**, on **07 4086 4616** during business hours.

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

Applications Close: Monday, 6 October 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.