

McKinlay Shire Council

General Employment Application

Telephone: (07) 4746 7166
 Address: 29 Burke Street, Julia Creek, QLD 4823
 Postal Address: PO Box 177, Julia Creek, QLD 4823



www.mckinlay.qld.gov.au

Part A – Applicant Details

Surname:			
First Name(s):			
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
DOB (optional):	/ /		
Home Address:	Street:		
	Town/City:		
	State:	Postcode:	
	Country (if not Australia):		
Postal Address: [if different]			
E-mail Address:			
Telephone:	Home:	Mobile:	
	Work:	Fax:	
What is the best method of contacting you?	<input type="checkbox"/> Home	<input type="checkbox"/> Work	<input type="checkbox"/> Mobile <input type="checkbox"/> Email
Are you an Australian Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	If no, do you have a working visa? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you previously been employed by McKinlay Shire Council	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what was your Position Title	Start Date / / End Date / /		

Part B – Areas of Interest

Please indicate the type of work you are interested in:-		
<input type="checkbox"/> Administration	<input type="checkbox"/> Tourism / Library	<input type="checkbox"/> HACC
<input type="checkbox"/> Plant Operator	<input type="checkbox"/> Labourer	<input type="checkbox"/> Sports and Recreation
<input type="checkbox"/> Parks and Gardens	<input type="checkbox"/> Cleaning	<input type="checkbox"/> Other

Part C – Qualifications, Education and Employment History

Do you have a General Safety Induction Construction Industry White Card?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, A copy of your card must be attached to this application	

If you are able to attach a copy of your resume to your application that details the information requested below you do not need to complete this section. Please go to Part D.

Please list all secondary education, tertiary and vocational qualifications achieved. Please attach a copy of all certificates.		
Qualification Gained	Place of Study	Date Completed

Please provide details of your employment history to date, starting with your most recent position.	
Position held:	from / / to / /
Employers name and address:	
Key duties performed	
Reason for leaving	

Position held:	from / / to / /
Employers name and address:	
Key duties performed	
Reason for leaving	

Position held:	from / / to / /
Employers name and address:	
Key duties performed	
Reason for leaving	

Licences and Tickets

Please attach a copy of all licences and tickets listed below		
Licence / Ticket Name	Licence / Ticket Number	Expiry Date

Other skills and Experience

Please detail other skills you possess that have been gained through experience

Part D – Referee Details

Please provide the details of two work related referees below	
Name	
Company	
Contact Details	
Relationship to you (e.g. Supervisor, Manager)	

Name	
Company	
Contact Details	
Relationship to you (e.g. Supervisor, Manager)	

Part E - Applicant Declaration

I certify that the information I have provided is true and correct			
Signature		Date	

The information collected in this form will be used by Council for lawful purposes directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including *the Right to Information Act 2009*). The information collected may be retained as required by the *Public Records Act 2002*.