



Paroo Shire Council

Expression of Interest – Employment

Part A – Applicant Details

Surname:			
First Names:			
Title:	☐ Mr	☐ Mrs	☐ Miss ☐ Ms ☐ Other
Gender:	☐ Male	☐ Female	☐ Would prefer not to say
DOB:	/ /		
Home Address:	Street:		
	Town/City:		
	State:	Postcode:	
	Country (if not Australia):		
Postal Address (if Different) :			
Email Address:			
Telephone	Home:	Mobile:	
	Work:		
What is the best method of contacting you?	☐ Home	☐ Work	☐ Mobile ☐ Email
Are you an Australian Citizen?	☐ Yes ☐ No		
	If no, do you have a working visa?		☐ Yes ☐ No
Have you previously been employed by Paroo Shire Council?	☐ Yes ☐ No		
If yes, what was your Position Title?	Start Date: / / End Date: / /		

Part B – Employment Types

Please indicate which type of employment you are interested in:

Do **NOT** complete if applying for a specific advertised position.

☐ Full Time	☐ Part Time	☐ Temporary/Casual	☐ Trainee/Apprentice
------------------------------------	------------------------------------	---	---

Part C – Areas of Interest

Please indicate the type of work you are interested in:

☐ Administration	☐ Tourism/Library	☐ Sports and Recreation
☐ Plant Operator	☐ Labourer	☐ Trade Qualification
☐ Water & Sewerage	☐ Apprenticeship / Traineeship	

Part D – Qualifications, Education and Employment History

Mandatory Tickets and Licences dependant on work areas (select all that are applicable)		
☐ White Construction Card	☐ Drivers Licence C LR MR	☐ Drivers Licence HR HC MC
☐ Blue Card	☐ Drivers' Authority Licence	☐ High Risk Work Licence
☐ First Aid / CPR	☐ Plant & Machinery tickets	☐ Other

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 E

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 / /
Employers name and address:	
Key duties performed	
Reasons for leaving	

Please provide details of your employment history to date, starting with your most recent position.

Position held:	From / /
Employers name and address:	
Key duties performed	
Reasons for leaving	

Please provide details of your employment history to date, starting with your most recent position.

Position held:	From / /
Employers name and address:	
Key duties performed	
Reasons 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 E – Referee Details

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

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

All potential employees must be willing to undertake a Criminal History & Medical Checks if required prior to being employed by the Paroo Shire Council.

Having a criminal history or medical condition does not automatically exclude you from joining the Paroo Shire Council. Consideration will be given to the offence or the medical condition and the circumstances surrounding it prior to a final decision being made.

☐ **I am willing for a Criminal History Check to be completed by Queensland Police**

☐ **I am willing to undertake a Medical Check**

I hereby declare that information supplied by me in relation to this application is to the best of my knowledge true and accurate, and that I have not knowingly withheld information. I understand that if I give false information, the Paroo Shire Council may disregard my application or terminate my employment.

Part F – 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*.

Please Note: All Expressions of Interest for Employment are kept for six months only. All persons who have current expressions of interest will be advised of any relevant vacant positions.