



ABN: 45 596 234 931

Temporary and Casual Employment - Administrative

030-050.....

1. AVAILABILITY	
Full time hours are 7.25 hours per day/5 days per week.	
Days per week	
Hours per week	
Unavailability (incl. weekends)	
Notice required (e.g. 2 weeks)	

Office Use Only:
RECEIVED:
FILE NO: 16/10/007
CLASS:
REFERRED TO: HR
LETTER NO:

2. PERSONAL DETAILS

Full name: _____ **Gender:** _____

Surname: _____ Christian names: _____

Male
 Female

Address: _____ Postcode _____

Work Phone Number: _____ **Home Phone Number:** _____ **Mobile:** _____ **Email:** _____

3. EXPERIENCE

Give details of your level of experience with the Microsoft Office suite. Please circle the appropriate level. You may be required to undertake a test for these programs.

MICROSOFT WORD	Basic	Intermediate	Advanced
MICROSOFT EXCEL	Basic	Intermediate	Advanced
MICROSOFT OUTLOOK	Basic	Intermediate	Advanced
SPEED AND ACCURACYWPM	% ACCURACY

4. PRIVACY STATEMENT

Personal information collected via this application will only be used for the purpose of recruitment by Scenic Rim Regional Council.

The information you submit to us may be disclosed to referees and employees who are involved in the recruitment management process.

If you choose not to provide any of the information requested, we may be unable to send you employment related correspondence, fully process your application or properly consider you for employment.

Your personal information is handled in accordance with the *Information Privacy Act 2009*.

5. LODGEMENT CHECKLIST

	Résumé attached
	All sections of the application have been completed fully
	The application has been signed

Signature	Date / /
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6. FURTHER INFORMATION

Find out more at www.scenicrim.qld.gov.au email enquiries to jobs@scenicrim.qld.gov.au or telephone (07) 5540 5126.