



CROYDON SHIRE COUNCIL

GENERAL EMPLOYMENT APPLICATION

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Please complete all sections of this form, indicating N/A where not relevant. Details will be held for three (3) months.

Submission of a General Application does not qualify the applicant for any advertised vacant positions. A separate application is required.

If you have any questions please call the Administration Office on the above number.

Part A – Applicant Details

Title: Mr Mrs Miss Ms Other

First Name(s) _____ Surname _____

Address _____

Suburb _____ State _____ Post Code _____

Mobile _____ Home Phone _____

Work Phone _____ Email Address _____

DOB (Optional) _____ Male Female

If you are not an Australian Citizen, please provide the following information:

Type of Visa _____ Expiry Date _____

Visa No. _____ Work Eligibility Yes No

Have you previously been employed by Croydon Shire Council Yes No

If yes, Position Title _____

Start Date ____/____/____ End Date ____/____/____

Part B – Areas of Interest

Please indicate the type of work you are interested in:-

- Administration
- Tourism/Heritage
- Plant Operator
- Labourer
- Childcare
- After School Care/Vacation Care
- Gardening
- Cleaning
- Other (please list) _____

Part C – Qualifications, Education and Employment History

Do you have a General Safety Induction Construction Industry White Card?

Yes No **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 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 _____

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*.