



Mailing Address: PO Box 390, Gayndah Qld 4625  
 Street Address: 34-36 Capper Street, Gayndah Qld 4625  
 Telephone: 1300 696 272  
 Facsimile: (07) 4161 1425  
 Email: admin@northburnett.qld.gov.au  
 Web: northburnett.qld.gov.au  
 ABN: 23 439 388 197

## Job Application Form

<b>Position applied for</b> (Please be specific)	
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### APPLICANT DETAILS

<b>Title</b>	Miss   Ms   Mrs   Mr	<b>Full Name</b>			
<b>Postal Address</b>					
<b>Residential Address</b>					
<b>Home No</b>		<b>Work No</b>		<b>Mobile No</b>	
<b>Email Address</b>				<b>Date of birth</b>	
<b>Have you attached your Resume/CV and Selection Criteria?</b>	Yes   No				

### DRIVER LICENCE

<b>Do you have a current driver licence?</b>	Yes   No	<b>Class</b>	CA   C   LR   MR   HR   HC   MC
<b>Type</b>	Restricted   Learners   Provisional   Open		

### EDUCATION AND CURRENT QUALIFICATIONS

Education / Qualification	Institution / Training Provider	Year Completed

### STUDY / TRAINING CURRENTLY UNDERTAKING

Course / Program Name	Institution / Training Provider	Full-Time / Part-Time / Distance

### CURRENT TICKETS / LICENCES


#### Information Privacy Act Collection Notice

North Burnett Regional Council is collecting this information in order to process your application. This information will not be disclosed to any third party without your written or verbal authorisation unless required by law.

**PREVIOUS EMPLOYMENT** (most recent first)

Employer	Dates	Position	Reason for leaving

**REFEREES** (most recent first)

Employer	Contact Name	Contact No	Position / Work Relationship

**Do you agree to have references contacted in relation to this application?**

Yes No

*Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.*

**WORK AVAILABILITY**

<b>When will you be available to commence work?</b>	
<b>Availability</b>	Full-Time Part-Time Casual Trainee

**HOW DID YOU FIND OUT ABOUT THIS POSITION?**

Seek LG Assist Facebook NBRC website Central & North Burnett Times

Other (please specify):

**ADDITIONAL INFORMATION**

**Please provide any other information that you may identify as being relevant to this application**


**APPLICATION DECLARATION**

**Any offer for employment will be based on the information in your written application and during the interview. In the event of this information being false or misleading your employment may be terminated. Failure to complete this form in its entirety may result in non-acceptance of your application.**

**I declare that the information I have provided in this application is true and correct.**

<b>Signature</b>		<b>Date</b>	
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# Information for Applicants

## About Us

The North Burnett region is located four hours north of Brisbane and one hour west of Bundaberg. With a population of 11,000 primarily centred in 6 key townships, the region's 20,000 sq km is home to a rich and diverse range of primary industry, particularly agriculture, and a rapidly growing focus on mining and tourism.

At North Burnett Regional Council we offer a diverse range of career prospects within a supportive and challenging work environment where you will be encouraged to further develop your skills and abilities, qualifications and career progression. Our employees benefit from the following programs and incentives:

- Employee assistance program
- Annual membership to the Paraplegic Benefit Fund
- Study assistance
- Free flu vaccinations
- Annual sick leave bonus payment
- Most positions offer a rostered day off
- Paid parental leave
- Corporate uniforms
- North Burnett Regional Council rates paid through payroll
- Up to two payroll deductions for payments and donations
- Properties owned by Council available for rent
- Salary packaging

## Applying for a Position

The objective of Council's Recruitment and Selection Program is to select the best person for the job by matching applications to the criteria requirements of the position advertised and organisational needs. The following information will provide you with assistance with your application.

Our selection process is based on assessment of merit, which is how well your skills, abilities, knowledge, experience, qualifications, work performance and personal qualities meet the selection criteria and the requirements of the position.

North Burnett Regional Council is an Equal Opportunity Employer. Equal Employment Opportunity is about ensuring fairness in the workplace, so that all people can compete on an equal basis for positions, promotions and training. The basic concept is that all people should be treated equitably in the workplace and not be excluded or disadvantaged by inappropriate requirements, prejudices or stereotypes.

## Your application

Your application is your first contact with the Selection Panel and will determine whether or not you gain an interview.

The Position Description outlines the main duties and responsibilities of the position and includes the selection criteria that needs to be addressed in your application. In your application you must clearly demonstrate to the Selection Panel how your attitude, experience, skills, knowledge and qualifications meet the specific requirements of the advertised position.

Your application must include the following:

- **Application Form**

An Application Form, specifying the position applied for, must be completed and submitted with each application.

- **Statements Addressing the Selection Criteria**

Using the selection criteria as headings, describe how your particular skills, experience, abilities and qualifications enable you to satisfy each of the selection criteria. As an applicant, it is your responsibility to demonstrate how well you meet the selection criteria. If your application does not address the selection criteria, it will not be considered.

- **Resume/Curriculum Vitae**

Your resume should provide details of your educational qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may assist your application. Be clear, concise and informative. Photocopies of any qualifications should be included in your application. If qualifications were obtained overseas, provide as much information as possible to enable equivalence to be assessed. Written references do not need to be forwarded with your application.

### **Submitting your application**

Your application can be:

- Sent electronically to [admin@northburnett.qld.gov.au](mailto:admin@northburnett.qld.gov.au) (put the position title as the subject)
- Posted to - Chief Executive Officer, PO Box 390, Gayndah Qld 4625
- Hand delivered to North Burnett Regional Council Office, 34-36 Capper Street, Gayndah or to your local North Burnett Regional Council Office.

Applications **must** be received by 5.00pm on the closing date specified with the advertised position, otherwise they are considered late (see below).

### **Late Applications**

Applications received after the closing date will only be accepted in exceptional circumstances. The onus of proof regarding reasons why the application was late will be on the applicant.

Applicants are responsible for ensuring their application reaches Council's offices before 5.00pm on the closing date. The closing date appears on the advertisement and on Council's website ([www.northburnett.qld.gov.au](http://www.northburnett.qld.gov.au)) under Current Vacancies.

### **Interview**

Should you be invited to attend an interview, it is important that you plan and prepare adequately. Bring any documents or examples of your work that may assist with your application.

The interview provides us with the opportunity to confirm your qualifications, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position and Council.

If you are called for an interview and have any special requirements (e.g. wheelchair access to building, interpreter for hearing impaired persons, etc) please advise the Human Resources Officer at your earliest opportunity.

### **Help!**

If you require assistance with your application, or further information regarding a position, please contact the North Burnett Regional Council on 1300 MY NBRC (1300 696 272).

***Thank you for your interest in North Burnett Regional Council.***