



# Mount Isa City Council Application Form

PO Box 815 Mount Isa QLD 4825

Phone: (07) 4747 3200 Email: [HR@mountisa.qld.gov.au](mailto:HR@mountisa.qld.gov.au)

Position Applied For:

## Personal Details: (Please Print)

Surname:

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First Name/s:

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Residential Address:

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Email Address:

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Telephone:

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Date of Birth:

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*(Applies only for applicants  
between 16 & 21yrs of age)*

Do you identify as Aboriginal/Torres Strait Islander:

Yes  No

Do you come from a Non-English speaking background (NESB):

Yes  No

If yes, What is your primary language:

## Preferred Method for Receiving Correspondence:

(Please Tick)

Postage

Email

## Medical / Disability

Yes  No

Do you have a disability or medical condition that may affect your ability to carry out the requirements of this position, and that may require reasonable modification to the role? If so, give details below:

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Are you willing to undergo a medical examination at  
Council's expense prior to employment confirmation?

Yes  No

*(Please note: The medical examination will include a Drug and Alcohol test)*



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## General

### Do you hold?

**A)** Current Queensland Drivers Licence

Yes  No

Please attach a copy

**B)** White Card (Prepare to work safely in the construction industry)

Yes  No

Please attach a copy

**C)** Blue Card (Working with children)

Yes  No

Please attach a copy

## References / Referees

List names, address and telephone contact numbers of Three (3) work referees from whom confidential reports may be obtained.

1.

2.

3.

(Attach documentary proof of previous employment referees/statements of service held)

## General Conditions of Service

General conditions of service relating to employment with Council as listed below for your perusal and if employed you will be required to adhere to same.

1. All employees are to comply with a "Smoke Free" policy in all Council buildings and vehicles;
2. All employees are to adhere to the provisions of Council's Workplace Health and Safety Policy at all times including the wearing of Personal Protective Equipment when applicable and / or when directed to do so;
3. Council Vehicles are to be used for official duties only and under circumstances are unauthorised persons allowed to ride them with previous approval from the Chief Executive Officer;
4. All normal wages/salaries are paid fortnightly direct to a bank account acceptable to Council and to be notified by the employee within two (2) days of engagement;
5. No overtime is worked without prior approval being given by Council or its designated Officer and then only on application with the approval timesheet;
6. A Probationary period of three (3) months applies to most positions with Council.



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## Checklist

- I have addressed the Position Requirements located in the Position Outline;
- I have attached copies of all relevant Qualifications, Licences and Tickets etc;
- I have attached a copy of my resume.

Please be advised all applications will be accepted by Human Resources or the CEO, or alternatively you can email an electronic application to [hr@mountisa.qld.gov.au](mailto:hr@mountisa.qld.gov.au) .

## Certification

**I certify that the information given in this application is true and correct, and that if employed, such information as stated, forms the basis of my contract of service with Council.**

Signature of Application:

Signature of Witness:

