

Traineeship Application Form – 2024 Intake

Traineeship opportunities are made available by Council with the assistance of Government funding. Certain information (including date of birth) is required from applicants to confirm eligibility for participation.

Mount Isa City Council is currently offering opportunities for the 2024 Trainee intake.

The following 12/24 month traineeships will be available in 2024:

- **Certificate III in Business Administration (Human Resources) – 12 months**
- **Certificate III in Live Production & Technical Services – 12 months**
- **Certificate IV in Project Management – up to 24 months**

The training is proudly funded by the Queensland Government through its First Start program under the Skilling Queenslanders for Work initiative. The First Start Program primarily targets Disadvantaged groups to be targeted include:

- Young people (aged 15–24 years), including those in and transitioned from out-of-home care
- Long-term unemployed job seekers
- Mature-age job seekers (aged 45 years or older)
- Aboriginal and Torres Strait Islander people
- Migrants and refugees from culturally and linguistically diverse backgrounds
- People with disability
- Displaced workers
- Women re-entering the workforce
- Veterans, ex-ADF personnel and their families

To be eligible, disadvantaged Queenslanders must also be:

- aged 15 years or older and no longer at school
- able to meet citizen, residency and visa requirements to undertake a traineeship.

All traineeships will require you to work methodically and accurately, have good oral and written communication skills, be proficient with computers and digital technologies, people oriented and enjoy helping customers whilst being able to work as part of a team.

As a trainee you will be required to complete all study within the allocated timeframe for your course. Study will also need to be completed outside of work hours to successfully achieve the certification. This opportunity will be provided on a maximum term contract basis for 12 months.

There are many benefits of completing a traineeship with Local Government:

- Gain a nationally recognised qualification
- 12 months paid employment
- Course fees paid
- Up to 5 hours of paid study time each week
- On the job learning and coaching
- Leave and other Local Government benefits apply



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To lodge a formal application, please complete the following page and submit:

1. A completed Traineeship Application Form; and
2. Your current Resume.

Applications close 5pm on Friday 24 May 2024, for commencement during June/July 2024.

Applications can be emailed to HR@mountisa.qld.gov.au or for further information please contact Darren Bond, Senior Human Resources Officer 4747 3200.

Personal Information

First Name:		Date of Birth:	
Surname:			
Mobile Phone:			
Visa Status:	Permanent Resident <input type="checkbox"/>	Australian Citizen <input type="checkbox"/>	
Contact Address:			
Suburb/Town:		State:	Postcode:
Email Address:			
Do you identify as Aboriginal/ Torres Strait Islander:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Education

Indicate below your highest level of schooling completed:		
Year 10 Date Completed: / /	Year 11 Date Completed: / /	Year 12 Date Completed: / /
School/Education Institution (Name & Suburb)		
Type of Drivers Licence Held:	'C' Class <input type="checkbox"/>	Open <input type="checkbox"/> Provisional <input type="checkbox"/> Learners <input type="checkbox"/>
Other relevant licenses: First Aid Certificate/ Construction Industry White Card etc.	List details:	
Do you hold any current qualifications – either Certificate, Diploma or University Degree		

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PLEASE INDICATE WHICH ROLE YOU ARE APPLYING FOR BY TICKING THE CHECK BOX BELOW

PLEASE INDICATE WHICH ROLE YOU ARE APPLYING FOR BY TICKING THE CHECK BOX BELOW		<input checked="" type="checkbox"/>
Trainee Business- Human Resources/Payroll (Certificate III in Business)		
The role supports the Human Resources Department which provides efficient and effective human resources and payroll support to MICC employees and provides advice to supervisors and Managers. This position requires good judgement, initiative, confidentiality and sensitivity.		<input type="checkbox"/>
Trainee – Civic Centre (Certificate III in Live Production & Technical Services)		
Under the supervision of their assigned workplace Technical Supervisors, Trainees complete the bulk of the work and learning requirements on-the-job throughout their 12-month traineeship to agreed training plans using RTO training and assessment materials. All trainee progress is monitored by the workplace supervisor trainers & RTO throughout the traineeship period with Qualifications and Statements of Results issued by the RTO on successful completion of the course.		<input type="checkbox"/>
Trainee – Major Projects (Certificate IV in Project Management)		<input type="checkbox"/>
This role will work closely with the Major Projects Department by providing administration support and assistance in Project Management and Planning. You will get to work alongside Project Managers as well as Project Support Officers.		
Trainee rates will apply		



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Selection Questions

Please provide a response to the below questions, to assist us in assessing your suitability for this role. Where possible, please provide examples and include any relevant experience you may have.

Question 1. What do you enjoy most about working in a team environment? Please provide an example (e.g. team sports, group assignment/task, previous employment):

Question 2. What do you think good customer service is? Provide an example of when you have either provided or received good customer service.

Question 3. Tell us about your greatest achievement, and what you're most proud of?



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Question 4. Tell us why you're applying for this role and how it will help you achieve your long-term career goals? (include details on how you can demonstrate your ability to commit to studies)

Question 5. Please tell us what computer application/software you are competent with using (as you will be required to undertake computer work to complete your studies) (e.g. Microsoft word, excel, Adobe etc):

Additional Information

- Applicants who are shortlisted by the selection panel may be invited by the panel for an interview.
- Applicants may be subject to pre-employment medical assessments during the selection process.
- Applicants are advised that pre-employment drug and alcohol screening is mandatory prior to an offer of employment being made for any position in Council.
- Application updates will be issued to all applicants once shortlisting and/or interviewing is complete.
- Successful candidates must be available to commence employment during June/July 2024.