

## ***EXPRESSION OF INTEREST (EOI)***

Expressions of Interest are hereby invited for the following position.

<u>POSITION</u>	<u>CLASSIFICATION</u>	<u>LOCATION</u>
Indoor Casual Eligibility List	Level 2 \$37.40 per hour	Various Locations as required

### **Your Expression of Interest must consist of the following:**

#### **Checklist**

- Expression of Interest Cover Sheet
- Current Resume
- Copies of Drivers Licence and any relevant qualifications and licences
- Current Contact Details of at least 2 professional referees

#### **EOI should be forwarded to:**

**Human Resources  
Douglas Shire Council  
PO Box 723  
Mossman, QLD 4873**

**Or email:** [recruitment@douglas.qld.gov.au](mailto:recruitment@douglas.qld.gov.au)

***DOUGLAS SHIRE COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER, PROMOTING WORKPLACE DIVERSITY AND A SAFETY CULTURE WITH A SMOKE FREE ENVIRONMENT***

### **PRE-EMPLOYMENT ASSESSMENT**

*Following the selection of an eligible candidate Council may require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.*

### **EMPLOYMENT ELIGIBILITY**

*To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply*

**Privacy Information:** Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

EOI for position of - **Indoor Casual Eligibility List**

Mr <input type="checkbox"/>	Date: _____
Mrs <input type="checkbox"/>	Given Names: _____
Ms <input type="checkbox"/>	Family Name: _____
Miss <input type="checkbox"/>	Preferred Name: _____

**Postal Address:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Home Address:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Telephone Numbers:**

**Home:** \_\_\_\_\_

**Work:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Preferred Contact Number:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Email:**  
 \_\_\_\_\_

Have you previously worked for Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____
Are you a current employee of Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____

<i>Current Employees must complete:</i>	<b>Employee No:</b> _____	<b>Classification Level:</b> _____
<b>Position Title:</b> _____		
<b>Department:</b> _____	<b>Supervisor:</b> _____	

Are you currently being represented by an external recruitment agency?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Name of Agency:</b> _____
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**In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: (Please tick)**

Douglas Shire Council website     Douglas Shire Council Facebook     Douglas Shire Council LinkedIn

On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au): .....

**This section is Optional: Do you identify with any of the following groups? (Please tick)**

Aboriginal / Torres Strait Islander     Disability     English as Second Language

*Applicant Consent Details (Please Tick):*

I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.

**NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.**

**Applicants Signature:** .....