



CROYDON SHIRE COUNCIL

GENERAL EMPLOYMENT APPLICATION

Please complete all sections (write N/A if not applicable). This application is valid for 3 months.

A separate application must be submitted for each advertised position. If you have any questions, please contact the Croydon Shire Council Administration Office.

This form can be lodged at the Croydon Shire Council Administration front counter or via email to hr@croydon.qld.gov.au.

Part 1 – Applicant Details

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other: _____

First Name/s: _____ Surname: _____

Address: _____

Suburb: _____ State: _____ Post Code: _____

Phone: _____

Email Address: _____

Do you have the legal right to work in Australia? Yes ☐ No ☐

If yes and the right is Visa related, please provide details below:

Type of Visa: _____ Expiry Date: _____

Visa No: _____ Work Eligibility: Yes ☐ No ☐

Have previously been employed by Croydon Shire Council? Yes ☐ No ☐

If yes, Position Title/s: _____

Part 2 – Area/s of Interest

Please indicate the type of work you are interested in:

Multiple sections allowed

Administration	☐	Community Services	☐
Tourism/Heritage	☐	Childcare	☐
Plant Operator	☐	Labourer	☐
Parks and Gardens	☐	Cleaning	☐
Town Maintenance	☐	Other: _____	
Preferred role (if any) _____			



CROYDON SHIRE COUNCIL

GENERAL EMPLOYMENT APPLICATION

Part 3 – Licences

Do you have a General Safety Induction Construction Industry White Card? Yes ☐ No ☐

Do you have a Qld C Class Licence? Yes ☐ No ☐

Part 4 - Qualifications

If you attach a resume that includes the information requested in part 4 to 8 below, you do not need to complete these sections – just make sure to attach your resume.

Please list all tertiary, secondary education and vocational qualifications achieved.

Qualification Gained	Place of Study	Date Completed

Croydon Shire Council collects personal information for recruitment purposes. Your information will be used to assess your suitability for employment and may be shared with relevant officers and referees. Information is stored securely and handled in accordance with applicable privacy legislation. You may access or correct your information upon request.



CROYDON SHIRE COUNCIL

GENERAL EMPLOYMENT APPLICATION

Part 5 – Work History

Please provide details of your employment history to date, starting with your most recent position.

Position held (most recent/current):

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:



CROYDON SHIRE COUNCIL

GENERAL EMPLOYMENT APPLICATION

Part 6 – Licences

Please list all current licences and tickets below:

Licence/Ticket Name	Licence/Ticket Number	Expiry Date

Part 7 – Other Skills and Experience

Please describe any other relevant skills, abilities and experience you have.



CROYDON SHIRE COUNCIL

GENERAL EMPLOYMENT APPLICATION

Part 8 – Referee Details

Please provide the details of two work related referees below:

Referee not to be contacted unless shortlisted ☐

Name: _____

Company/Organisation: _____

Contact Details: Phone: _____

Email: _____

Relationship to you (eg Supervisor, Manager) _____

Name: _____

Company/Organisation: _____

Contact Details: Phone: _____

Email: _____

Relationship to you (eg Supervisor, Manager) _____

Part 9 – Availability and Preferences

Available start date: _____

Employment type: Full-time ☐

Part-time ☐

Casual ☐

Willingness to work: Weekends ☐

Remote ☐

Outdoor roles ☐

Part 10 – Applicant Declaration

I certify that the information I have provided is true and correct.

Signature _____

Date ____/____/____

For Office Use Only		
Date Received:		Date Acknowledged:
Received By:		Acknowledged by: email ☐ phone ☐ Initial:
Application Progress?	Yes ☐ No ☐	Comment: