



REGISTRATION FORM TEMPORARY/CASUAL EMPLOYMENT (Professional, Administration, Clerical and Secretarial)

Please note that this application is for temporary employment only and your details may be recorded on a database for temporary employment. All permanent positions are advertised in The Queensland Times and The Courier Mail on Saturdays, or at Ipswich City Council's web site, www.ipswich.qld.gov.au.

PERSONAL DETAILS

Name: _____

Address: _____

Phone No.: Daytime: _____ A/h or mobile: _____

EMPLOYMENT HISTORY

Please list previous employers, positions held and length of time position was held:

Name of employer	Position held/Duties performed	Period of employment

I have worked with Ipswich City Council previously: Yes No Dates: _____

HOW DID YOU HEAR ABOUT A CAREER IN IPSWICH CITY COUNCIL

Careers Expo Newspaper ads Council employee Other (*please specify*) _____

PREFERRED EMPLOYMENT TYPE

Temporary (Full time hours) Casual/Part Time

LICENCES

Do you possess a current 'c' class licence: Yes No

QUALIFICATIONS

Do you have qualifications in any of the following:

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Environmental Planning | <input type="checkbox"/> Law |
| <input type="checkbox"/> Arts | <input type="checkbox"/> Horticulture | <input type="checkbox"/> Library Science |
| <input type="checkbox"/> Business | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Management |
| <input type="checkbox"/> Commerce | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Journalism | <input type="checkbox"/> Social Work |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Landscape Architecture | <input type="checkbox"/> Town Planning |
| <input type="checkbox"/> Other: _____ | | |

ADMINISTRATION SKILLS

- | | | |
|--|--|--|
| <input type="checkbox"/> Reception | <input type="checkbox"/> Debt recovery | <input type="checkbox"/> Cashiering |
| <input type="checkbox"/> General Clerical | <input type="checkbox"/> Accounts payable | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Executive Secretarial | <input type="checkbox"/> Accounts receivable | <input type="checkbox"/> Call Centre |
| <input type="checkbox"/> Project Management | <input type="checkbox"/> Purchasing | <input type="checkbox"/> Banking/Finance |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Payroll | <input type="checkbox"/> Records |
| <input type="checkbox"/> Other: _____ | | |

COMPUTER SKILLS

Word processing:

MS Word: Basic Intermediate Advanced

Word Perfect: Basic Intermediate Advanced

Other: _____

Spreadsheets:

MS Excel Basic Intermediate Advanced

Other: _____

Database:

Access Basic Intermediate Advanced

Other: _____

Desktop Publishing:

MS PowerPoint Basic Intermediate Advanced

MS Publisher Basic Intermediate Advanced

Corel Draw Basic Intermediate Advanced

Photoshop Basic Intermediate Advanced

Dreamweaver Basic Intermediate Advanced

Other: _____

Records Management:

Dataworks Basic Intermediate Advanced

Other: _____

Internet/Email:

Groupwise Basic Intermediate Advanced

MS Outlook Basic Intermediate Advanced

Other: _____

Other Computer Packages: _____

PREFERRED CAREER FIELD

Which career fields would you prefer to work in? (You can tick more than one box and add in areas of interest)

Engineering Services	Health, Parks and Recreation	Finance and Corporate Services
<input type="checkbox"/> Civil engineering and construction <input type="checkbox"/> Mechanical engineering <input type="checkbox"/> Infrastructure planning <input type="checkbox"/> Roads and drainage <input type="checkbox"/> Drafting and design Ipswich Waste Services <input type="checkbox"/> Operations <input type="checkbox"/> Environmental education <input type="checkbox"/> Recycling	<input type="checkbox"/> Health promotion <input type="checkbox"/> Environmental protection <input type="checkbox"/> Conservation and catchment <input type="checkbox"/> Animal management <input type="checkbox"/> Regulatory services <input type="checkbox"/> Parks and reserves <input type="checkbox"/> Landscape architecture <input type="checkbox"/> Horticulture <input type="checkbox"/> Sport and recreation <input type="checkbox"/> Facilities management	<input type="checkbox"/> Financial services/accounting <input type="checkbox"/> Asset management <input type="checkbox"/> Budgeting <input type="checkbox"/> Legal services <input type="checkbox"/> Property management <input type="checkbox"/> Human resources <input type="checkbox"/> Training and Development <input type="checkbox"/> Governance <input type="checkbox"/> Information technology <input type="checkbox"/> Information/records management
Ipswich Water	Planning and Development	Economic & Community Development
<input type="checkbox"/> Water management <input type="checkbox"/> Services planning <input type="checkbox"/> Infrastructure planning <input type="checkbox"/> Operations <input type="checkbox"/> Field services <input type="checkbox"/> Business services <input type="checkbox"/> Civil engineering	<input type="checkbox"/> Town planning <input type="checkbox"/> City development <input type="checkbox"/> Mapping <input type="checkbox"/> Graphic design <input type="checkbox"/> Building services <input type="checkbox"/> Building certification <input type="checkbox"/> Policy development	<input type="checkbox"/> Community engagement <input type="checkbox"/> Community/industry development <input type="checkbox"/> Libraries <input type="checkbox"/> Tourism <input type="checkbox"/> Arts and entertainment <input type="checkbox"/> Events management <input type="checkbox"/> Media/ public relations/Marketing

FURTHER INFORMATION

Please provide any information in support of this application or list any areas of employment that you would prefer to work in:

SIGNATURE: _____

DATE: _____

Please attach a current resume if available. Applications are kept for a period of three months. You will need to register with us again after three months to keep your application current.

Date received: ___ / ___ / ___ (office use only)