



Application Cover Sheet

Position Details

Position Title

Senior Administration Officer

Vacancy Reference Number

Location within the QMDC Region

Goondiwindi

Personal Details

Mr Ms Mrs Miss Dr

Last Name

First Name

Street Address

Postcode

City/Suburb

Contact Numbers

Email

Permanent Australian Resident Status

Yes

No

▶ Visa expiry date (if applicable)

Referee Details

List the full details of three Referees who are willing and available to provide confidential reports on your work performance.

Referee One

Name and Title	Position	Organisation	Address
Phone Details	Email		

Referee Two

Name and Title	Position	Organisation	Address
Phone Details	Email		

Referee Three

Name and Title	Position	Organisation	Address
Phone Details	Email		

Queensland Murray-Darling Committee is an Equal Opportunity Employer

Answering this section is not compulsory

Please indicate if you identify as a member of any of the following target groups:

Women People with a disability Aboriginal and Torres Strait Islander people People from non-English speaking background

Please indicate where you became aware of this vacancy

Newspaper	Website	Other

APPLICANT SIGNATURE

I certify that the information in this Application Cover Sheet, my Resume and response to Selection Criteria are true and correct.

Applicant signature _____ Date _____

General information

Thank you for your interest in our recently advertised vacancy.

The following information is provided to assist you in the preparation of your application and to provide you with a guide on the selection process. In submitting an application, you need to demonstrate (or prove) that you possess the relevant ability/skill by providing examples where you have applied the particular ability/skill in the past.

Your application will consist of:

- an application cover sheet which can be downloaded from this link to the QMDC website
- your response to the Selection Criteria, as detailed in the Position Description which can be downloaded from the QMDC website, and
- your current Resume.

Applications, quoting the Vacancy Reference Number xx, , can be submitted by any of the following:

- email to admint@qmdc.org.au
- deliver to the QMDC address below
- fax to (07) 4632 8062

Queensland Murray-Darling Committee
PO Box 6243
TOOWOOMBA Q 4350

Closing date for applications is 5.00pm, Friday, August 30th 2014.

Recruitment Process

The following depicts what you can anticipate to happen during the recruitment process.

1.	Application received.
2.	Applications short-listed. If short-listed you will be contacted by telephone to arrange an interview.
3.	Interviews conducted.
4.	Referee checks undertaken.
5.	Panel makes a recommendation to the Chief Executive Officer for approval.
6.	Successful applicant contacted by telephone and offered position. Letter of Offer to successful applicant and letters sent to all unsuccessful applicants at the completion of the recruitment and selection process.
7.	Employment Agreement drafted, agreed to, finalised and signed by both parties. The successful applicant must sign the Employment Agreement and return it along with the necessary employment forms.

The time that this process takes, between each stage and in total, varies in each situation. We thank you for your patience while we work through this process. During the selection process your enquiries should be directed to the nominated QMDC contact person.

An induction process will be undertaken when duties have commenced. This process will include an introduction to the relevant QMDC Policies – for example use of Vehicles and Credit Cards.

Three Month Review:

All appointments made are subject to a three-month performance review.

Workplace Health and Safety:

All employees must commit to the employee obligations of the Occupational Health and Safety Act.

Corporate Attire:

An annual allowance of \$250 is available to assist with the purchase of work wear.

Identification Badges:

Name badges are provided for use as appropriate.

Annual Performance, Planning and Review:

This is undertaken at the anniversary of the annual Employment Agreement.

Employee Benefits:

These are outlined in the Employment Agreement, for example Superannuation and Annual Leave.

Removal Expenses:

These expenses can be negotiated.

Professional Development:

A Professional Development Plan should be negotiated with the relevant supervisor prior to or at the three month review period.

Smoke-Free Workplace:

QMDC is a smoke-free workplace.