

Traineeship Application Form – 2025 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 2025 Trainee intake.

The following 12/24 month traineeships will be available in 2025:

- **Certificate III in Business Administration – 12 months within Customer Service/Finance, Infrastructure, (GIS) Geographical Information Systems and Events departments.**
- **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 or 24 months.

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

- Gain a nationally recognised qualification
- 12 /24 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 7th Feb 2025, for commencement during Feb / Mar 2025.

Applications can be emailed to HR@mountisa.qld.gov.au or for further information please contact Sherrie Smart, 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	<input checked="" type="checkbox"/>
Trainee Business Administration - Customer Service/ Finance	
This role supports the Customer Service / Finance Departments which provides efficient and effective customer service and finance support, working alongside both departments gaining knowledge from managers and officers. This position requires a friendly nature, good communication skills, basic computer skills and be able to maintain confidentiality and sensitivity.	<input type="checkbox"/>
Trainee Business Administration – Events	
This role supports the Events Department at the Civic Centre, providing administration support to the Event’s Coordinator and other staff members. This position requires a friendly nature, good communication skills, basic computer skills and be able to maintain confidentiality and sensitivity.	<input type="checkbox"/>
Trainee Business Administration – Infrastructure – Technical Services	
This role supports the team in our Infrastructure Services Department, providing administration support the supervisors and managers. Working alongside and gaining knowledge in Councils Technical Services. This position requires a friendly nature, good communication skills, intermediate computer skills and be able to maintain confidentiality and sensitivity.	<input type="checkbox"/>
Trainee Business Administration - (GIS) Geographical Information Systems	
This position supports the GIS Coordinator in our Corporate Services Department. Working alongside and gaining knowledge in Council’s Geographical Information Systems, providing administration support. This position requires a friendly nature, good communication skills, intermediate/advanced computer skills and be able to maintain confidentiality and sensitivity.	<input type="checkbox"/>
Trainee – Major Projects (Certificate IV in Project Management)	
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.	<input type="checkbox"/>
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 Feb/Mar 2025.

