HOW TO APPLY FOR A JOB AT MACKAY REGIONAL COUNCIL
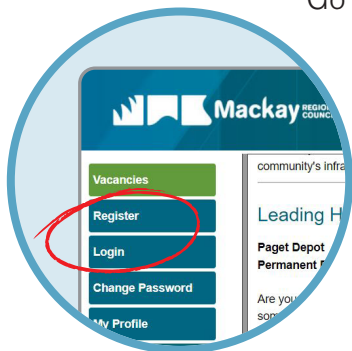
STEP 1

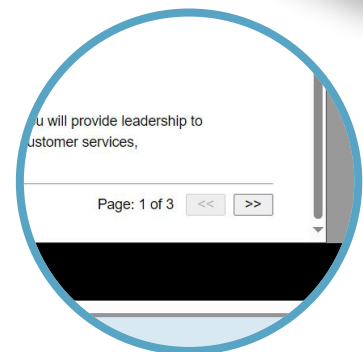Go to CAREERS at **mackay.qld.gov.au** in the top navigation bar.

STEP 2

"Login" or "Register" your account by entering your email address and password.

STEP 3

Find the vacancy you are interested in by viewing all pages using the page navigation in the bottom right-hand corner.

STEP 4

Select "download attachments" to view the position description and further information about the role, including the selection criteria.

Download Attachments...

STEP 5

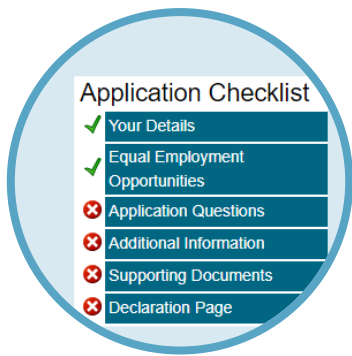When your resume and cover letter are ready, click "Apply for Job" on the applicable vacancy.

Apply for Job

STEP 6

Click "edit" on each section to complete the required information. Once completed click save to move on to the next section.

Edit ^

STEP 7

An Application Checklist is available at the bottom of the application form to highlight the sections you have/haven't completed. Sections marked with a green tick indicate that you've successfully completed it. Sections marked with a red cross indicate that you have not yet successfully completed it and you will need to return to that section and rectify what is missing.

Application Checklist
✓ Your Details
✓ Equal Employment Opportunities
✗ Application Questions
✗ Additional Information
✗ Supporting Documents
✗ Declaration Page

STEP 8

When you see green ticks beside each section in the Application Checklist, click Submit Application.

STEP 9

Once your application has been successfully submitted you will receive a confirmation email.

For more information or further assistance in applying for jobs at Mackay Regional Council contact 1300 622 529 or email jobs@mackay.qld.gov.au

Mackay REGIONAL COUNCIL