

# Ready for Work North Burnett Program

## Points to Consider.

- Download Position Descriptions for different Careers.
- How to Write Resumes.
- Health and Safety Issues.
- How to Present to Apply at Interview For Specific Roles.
- Do Mock Interviews.
- Budgeting skills to be able to buy appropriate clothing to attend interview.

## Mundubbera Community Development Association Inc

69 Stuart Russell Street,

Mundubbera Q 4626

Telephone: 07 41 65 4690

Fax: 07 41 653143

Email: [cdo@mcda.com.au](mailto:cdo@mcda.com.au)

**Seeking Participants between the ages  
of 15yrs-25yrs.**

**Participants must not be  
attending school.**



The program will be delivered in Eidsvold,  
Mundubbera and Gayndah,

However people from other areas are  
welcome to participate.

There are no enrolment fees, however  
participants are responsible for any  
consumables usb,A4 note pad, pen and  
water bottle. If you are between the ages  
of 15 yrs to 25 yrs and wish to increase  
your opportunities to secure employ-  
ment. This program may be your pathway  
to achieving your goal.

TIME 9:00AM— 2:00PM

DATE: MONDAY 24TH OCTOBER TO  
FRIDAY 18TH NOVEMBER

**Venue: Mundubbera Community Development  
Association Inc.**

69 Stuart-Russell Street, Mundubbera.

**Please Contact MCDA INC to Participate.**



**Meeting the Needs of  
the Community.**

The Ready for Work North Burnett project has been funded by the Queensland Department of Education and Training and is focused at encouraging young people between the ages of 15yrs to 25 yrs to learn new skills to increase their confidence, raise self esteem and prepare them for the process of securing employment.