



CARRATHOOL SHIRE COUNCIL INFORMATION FOR JOB APPLICANTS

INFORMATION ABOUT EMPLOYMENT AT CARRATHOOL SHIRE COUNCIL

Carrathool Shire Council is located at Goolgowi in the Riverina 50 kilometres north west of Griffith.

Conditions of employment are in accordance with the Local Government (State) Award. Under the Award, Council has adopted a salary structure which provides for position grades and an entry point and four additional steps, with a 9% range from entry to step 5. Placement and progression with the structure is based on qualifications, competence and performance.

The position will be subject to a 19 day month arrangement of working hours (140 hrs per month).

If you are invited to attend an interview you may be requested to attend (at a later date) a medical assessment as part of the selection process.

Successful applicants will be required to apply to the General Manager for permission to engage in any external employment in addition to Council duties.

Council supports the principles of Equal Employment Opportunity and provides a smoke free work environment.

WHAT YOUR APPLICATION SHOULD INCLUDE

Cover Letter: This letter is attached to your application stating the position title and why you are applying for the position.

Statements Addressing the Selection Criteria: Using the selection criteria as headings, describe how your particular skills, work experience, abilities and qualifications enable you to satisfy each of the selection criteria.

Education and Qualifications: List all relevant education undertaken at registered training facilities. Include the name of the institution, dates attended and the qualification achieved, eg degree, certificate, etc.

Employment History: List all employment beginning with your current or most recent employer, together with start and finish dates of positions held and a brief summary of responsibilities and achievements.

WHAT TO EXPECT DURING THE INTERVIEW PROCESS

The Interview: An interview panel consisting of at least three (3) people will conduct interviews.

Questioning: The panel will be attempting to determine your suitability for the position by asking a combination of technical questions and questions about your experience. You should attempt to answer all questions and provide as much detail as possible in support of your application. The job description details essential and desirable criteria which will be focussed on in selecting applicants for interview and during the interview.

APPLICATION CHECKLIST

- Application completed (including contact numbers)
- All essential and desirable selection criteria addressed
- All supporting information enclosed (resume, copies of qualifications/certificates)
- Copies of two recent references enclosed.
- Envelope marked Confidential and addressed to the General Manager, Carrathool Shire Council, PO Box 12, GOOLGOWI NSW 2652.
- Application to be received at Council by the closing date.