



# CARRATHOOL SHIRE COUNCIL

## Information Sheet for Applicants

You need to apply in writing for a position advertised by Carrathool Shire Council. Applications will only be accepted in response to positions advertised. You must be an Australian Citizen or hold permanent residency, (proof must be provided with your application), to be eligible for these positions

### How to apply for positions with Council

Carrathool Shire Council is committed to ensuring fair and transparent procedures are followed for recruitment and selection of individuals to meet organisational needs.

All appointments are based on merit which is expressed in the essential and desirable selection criteria as listed in the Position Description. You will need to address all essential criteria to be short-listed for an interview.

When applying for a position, it is necessary to prepare an application that demonstrates why you are the best person for the job and how your skills, knowledge and experience match the selection criteria. It is essential that you obtain the Position Description in order to prepare your application.

A full application should contain:

- Position Application Form
- Covering letter
- Your response to each of the essential and desirable criteria
- Your most recent resume
- Contact details of at least two work related (or school) referees
- Copies of all licences and qualifications relating to the position
- Signed Verification of Academic Qualifications

If you do not provide this information your application may not be considered.

### Selection Criteria

All Council Position Descriptions, list the essential and desirable selection criteria for the position. The criterion describes the skills, knowledge and experience required to successfully perform the duties of the position. They provide the selection panel with a basis upon which to select an applicant (based on merit).

You must clearly show how you meet each of the selection criteria and provide examples of your experience and qualifications to support your claims. To do this it is suggested you make a separate heading for each of the criteria and under each heading describe how your skills, knowledge and experience can be used in the job, use examples where appropriate.

Whilst there is no limitation to the amount of information you provide, you should consider the level of the position, how important the criteria is for the role and your own breadth and depth of experience in that area when preparing your responses.

If you have not undertaken those tasks in your current role, think back to past experience gained from previous positions or volunteer roles.

### Examples of addressing the selection criteria

**1. Hold a current class "MR" licence**

I hold an MR drivers licence number A12345 expiring (date)

**2. Hold a General Construction Induction Training Certificate (GIT or white card)**

I hold a white card number CGIO123456SEQ1 issued (date)

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### 3. *Demonstrated customer service skills*

In my roles I have dealt with a diverse range of people. I handle the front counter enquiries, complaints and requests. While working at (company name) my primary duties were telephone reception, word-processing, data entry, updating the visitors register and greeting people in a friendly manner.

#### **Resume**

Your resume should be a separate document that addresses your employment history details in full. It is recommended that you start with your current (or most recent) position and work backwards. Include copies of all your relevant licences and qualifications.

#### **Referees**

You are required to provide the details of at least two referees, which you should include in your resume. Your referees should be work related and should include your current or most recent manager/supervisor.

If this is your first job, use referees from school (teacher or advisor) or volunteer work.

When providing referee details you will need to include the following;

- Referees full name
- Referees contact number(s)
- Referees association with you (e.g. Supervisor, Manager not fellow worker)

When considering people to be a referee you should ask their permission beforehand and advise them of the position applied for. This will help them provide relevant information.

#### **Tips**

- Ensure you have allowed yourself plenty of time to complete your application and make any changes
- Make sure you have a response to each essential and desirable criteria
- Once you have completed your application ask someone to review it for you. Allow enough time for them to review the application and for alterations to be made
- Most importantly, ensure your application is lodged on time.

#### **Lodging your application**

Applications must quote the position number and should be forwarded by the closing date and time, addressed to the General Manager, Carrathool Shire Council.

You may lodge your application by:

- mail to PO Box 12, Goolgowi NSW 2652
- email to [Recruitment@carrathool.nsw.gov.au](mailto:Recruitment@carrathool.nsw.gov.au)
- hand deliver to either the:
  - Goolgowi Office located at 9-11 Cobram Street, Goolgowi or
  - Hillston District Office located at 139-145 High Street, Hillston