



Information Sheet for Job Applications

You need to apply in writing for a position advertised by Carrathool Shire Council. 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

We are committed to ensuring that we follow fair and transparent procedures for our recruitment and selection processes.

All appointments are based on merit. Merit refers to hiring the person who is the “best fit”, with the skills, abilities and knowledge deemed most suited to the job. We use your responses to the essential and desirable selection criteria listed in the Position Description to help us with this process. You will need to address all the essential criteria to be considered for short-listing for an interview, but it is preferred that you address both the essential and desirable criteria.

When applying for a position, your application should demonstrate why you are the best person for the job, and how your skills, knowledge and experience match the selection criteria. In order to do this, you will need to refer to the Position Description when writing your application.

A complete 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. These criteria describe the skills, knowledge and experience required to successfully perform the duties of the position. They provide us with a consistent basis on which to assess all applicants.

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. Using examples of your experience provides us with more information about your skills and knowledge. You may consider using something like the STAR method for your responses:

- Situation (describe a work *situation* that you were faced with
- T ask (describe the *task/s* that you had to complete in this situation
- A ction (describe the *action/s* that you took to complete this task
- R esult (describe what the *result/s* of your action/s were)

While there is no limit to the amount of information you can or should provide, when preparing your responses you should consider the level of the position you are applying for, how important the selection criteria is for the role, and your own breadth and depth of experience in that area.

If you do not have prior experience for a selection criteria, think back to the past experience you have had which may be relevant.

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CARRATHOOL SHIRE COUNCIL

Examples of addressing the selection criteria

1. **Hold a current class “MR” licence**

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

2. **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) some of my main duties included telephone reception, word-processing, data entry, updating the visitor’s register, and greeting people in a friendly manner.

Resume

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

Referees

Include in your resume the contact details for at least two referees. Your referees should be work related and should include your current or most recent manager/supervisor. If this is your first job, it is ok to use referees from school (teacher or advisor), or volunteer work.

When providing us with your referee’s contact details, you will need to include the following:

- Referee’s name (first name and surname)
- Referee’s contact phone number(s)
- Referee’s association with you (e.g. Supervisor, Manager. We do not accept a fellow worker as a referee)

When using someone as a referee, you should ask their permission beforehand and tell them of the position you are going to apply for. This will help them provide relevant information to us if we contact them for a reference check.

Tips

- Make sure that you allow yourself plenty of time to complete your application and make any changes
- Make sure you have a response to each essential and desirable selection criteria
- Once you have completed your application, we suggest that you ask someone to review it for you. Allow enough time for them to review the application and for any changes to be made
- Most importantly, make sure that we receive your application on time

Lodging your application

Your application must quote the position number that you are applying for, and must be received by the closing date and time. Address your application to the General Manager, Carrathool Shire Council. You can apply for a job through our website, at: <https://www.carrathool.nsw.gov.au/about-council/work-for-council/current-vacancies>. Select the job you are applying for and follow the steps.

You can also send us your application by:

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

Employment is based on qualifications, merit and operational requirements. The direct or indirect canvassing of any Carrathool Shire Councillor or Council staff member that may influence the outcomes of an application for a position at Council will result in that application becoming ineligible for further consideration.

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