



GUIDELINES TO APPLY FOR AN ADVERTISED POSITION

INTRODUCTION:

These guidelines are presented to assist you in preparing your written application and to enable you to plan for a possible selection interview.

The Position Description contains the duties and selection criteria for the position.

Only those applicants, who demonstrate they meet all the essential selection criteria of the position, will be considered for the interview.

PREPARING YOUR APPLICATION:

The application should be typed and stapled in the top left-hand corner. Please **do not** submit applications in plastic or cardboard folders. Applications received **will not** be returned, therefore you should photocopy any original documentation.

Your application should include the following:

- **Application for Vacancy Form:**

Please complete and attach to the front of your application;

- **Covering Letter:**

The covering letter gives you the opportunity to introduce yourself to the selection panel and must include the title and reference number of the position. You should explain why you are applying for the position and give a brief summary outlining your application.

- **Curriculum Vitae:**

Your Curriculum Vitae should include your personal details, relevant work history, education, training courses, qualifications and professional memberships.

When listing your relevant work history you should include dates/period of employment and duties and responsibilities for each position.

- **Qualifications:**

Certain positions note in the position description that tertiary qualification or certificates are required. As part of your application you must demonstrate that you have achieved this level of education. Please attach photocopies of your qualifications/academic records to your application.

- **Addressing the Selection Criteria:**

In order for you to be considered for short listing, you must address the selection criteria that are listed in the Position Description.

Using each selection criteria as a separate heading, you must demonstrate your ability to meet each criteria by providing examples of events or projects, which illustrate your experience, knowledge and skills.

Should the position you are applying for require you to present a recent state and/or federal police clearance, this will be listed in the essential selection criteria.

- **Referees:**

Three referees should be nominated in your application; one of who should be the immediate supervisor or manager in your current (or more recent) employment, one other who may attest to your work ethics and the third may be a personal referee.

It is common courtesy that referees be contacted for approval before nominating them in your application.

CLOSING DATE FOR APPLICATIONS:

Vacant positions with the Shire of Busselton are advertised for a specific period and close at a time and date as written in the advertisement. The closing time is the time that applications are to be received at the Shire of Busselton offices.

Late applications will not be accepted.

All applications will be acknowledged within four working days of receiving the application.

Short listing of applications for interview by the Interview Panel may take up to two weeks after the closing date. If you are selected for an interview, an Officer from the Shire of Busselton will telephone you to organize a convenient time to conduct the interview.

PREPARING FOR THE INTERVIEW:

To prepare yourself for the interview questions, re-read the position description form, focusing on the selection criteria. Think of examples of work situations where you have applied the relevant skills and abilities.

Focus on the duties of the position and think about how you would carry them out. Think about any problems you might encounter and how you would resolve them. Try to identify examples from your past experience that are similar, or that may be equivalent.

THE INTERVIEW PROCESS:

The Interview Panel will consist of at least three members. Interviews will follow a set format to ensure equity and fairness to each applicant and will be evaluated in the same manner.

During the interview, Interview Panel members will write notes and assess your answers in response to the structured questions, ensuring that applicants are examined in an objective and informed manner. Should you not understand a question asked during the interview please seek clarification prior to providing a reply.

Don't assume that the panel members know about your suitability for the job even though you may have worked with them or have previous experience in the position you are applying for.

Where possible, relate your answer to direct experiences you have had.

AFTER THE INTERVIEW:

For particular positions, applicants may be invited to undertake other selection tests such as a medical, driving, computer, word processing, and aptitude testing to ensure that candidates are suited to the position.

Should you be successful in obtaining a vacant position, a member of the Interview Panel will contact you by telephone to verbally offer you the position. Human Resources will then forward a written offer.

All unsuccessful applicants will be notified in writing.

FORWARDING APPLICATIONS:

All applications need to be marked confidential and quote the position reference number.

Your application can be submitted via:

- **Post:** Human Resources
Shire of Busselton
Locked Bag 1
BUSSELTON WA 6280

- **Fax:** (08) 9752 4958

- **Email:** connie.green@busselton.wa.gov.au

- **Hand deliver under cover to:** Shire of Busselton
Administration Building
1 Southern Drive, Busselton

If you experience difficulties when emailing or faxing your application, please telephone Human Resources on (08) 9781 0387 during office hours, 8:30am – 4:30pm, who will be able to assist you.