

**Temora Shire Council**

ABN: 55 048 860 109
105 Loftus Street
PO Box 262
Temora NSW 2666
Phone: 02 6980 1100 Fax: 02 6980 1138
Email: jobs@temora.nsw.gov.au

Information for Applicants

DOC-BUS-HRRC-001

Information for Applicants

Thank you for your enquiry regarding the advertised position. The following notes are provided to assist you in preparing your application. It is important to read both the advertisement text and the Position Description to gain an understanding of the position responsibilities and the experience and skills required to be successful. The Position Description can be obtained from Council as per the details included in the advertisement.

Temora Shire Council is an Equal Opportunity Employer. The objective of Council's recruitment program is to select the applicant most capable of doing the job by matching their qualifications, experience, skills and personal qualities to the criteria requirements of the advertised position and relevant Position Description. Selection is based on the assessment of merit.

Further information about the role should be directed to the contact person listed in the advertisement. Further information regarding Temora Shire Council can be obtained from Council's website www.temora.nsw.gov.au.

To help us assess your application, ensure the following information is included:

- Cover Letter
- Position Application Form
- Statement Addressing the Selection Criteria
- Resume`/Curriculum Vitae
- Supporting Documentation

Please note that any false and/or misleading claims by an applicant will lead to immediate disqualification for selection for interview in the position or in the case of successful applicant, will lead to instant dismissal.

Cover Letter:

This is a way of introducing yourself to the selection panel. As a general guideline you should include the name of the position in your first paragraph. The cover letter should also state why you are interested in the job and in broad terms, why you believe you might be the most suitable applicant.

Position Application Form:

The Position Application Form must be included as part of your application. The form can be obtained from Council as part of the Application Package – details of the contact is included in the advertisement.

Ensure that all sections are completed, all questions answered, and all information is provided. The declaration must be read thoroughly and signed.

Statement Addressing the Selection Criteria:

The Position Description outlines the major duties and responsibilities of the position and details the Essential criteria that need to be addressed in your application. The Essential Criteria contains the skills and knowledge required for successful performance in the position being advertised. To be considered for a position with Temora Shire Council you must address the Essential Criteria as detailed in the Position Description.

Using the Essential Criteria as headings, describe how your particular skills, work experience, abilities and qualifications enable you to satisfy each element of the criteria and attach to the Position Application Form with the title "Statement Addressing the Selection Criteria".

It is the applicant's responsibility to demonstrate that they meet the selection criteria. If your application does not address the selection criteria it may not be considered. Selection for interviews is based on how well you meet the selection criteria.

Resume`/Curriculum Vitae:

This is a brief summary of yourself including:

- Personal details
- Educational background
- Employment history – include dates & period of employment, duties and responsibilities for each position. Details of relevant voluntary work or experience should also be included.
- Qualifications/Licences - details of qualifications. licences, professional association memberships, training courses completed etc.
- Additional Information – including achievements, community/charity work, personal interests etc.
- Referees and References – provide the names, position, organisation and contact details of at least two referees who can testify to your skills, experience, qualifications, and aptitude in relation to the position you have applied for. The referees must be someone who has been either a supervisor or in a more senior position to you. If this is your first job please supply character/personal referees or references. Advise your referees that they may be contacted and make sure their contact details are current.
- Provide supporting documentation to confirm your experience/qualifications eg. copy of certificates (be prepared to verify your qualifications at interview)

Supporting Documentation:

Copies of relevant qualifications, certificates, licences, evidence of training completed, and evidence of professional memberships must be provided. Please supply copies only. If you are successful in proceeding to the Interview Process, you will be required to produce the originals.

Late Applications:

In fairness to all applicants, late applications cannot be received unless consent has been given by the Human Resources Officer due to extreme circumstances. Such permission should be sought prior to the closing date for applications.

Confidentiality:

Applications for employment received are confidential documents. The information collected throughout the recruitment process is only used for the filling of the advertised position. Documents are maintained in accordance with the State Records Act.

Submitting your Application:

All applications should be marked “Confidential Position Application” and addressed to the attention of The General Manager.

Your application can be submitted via:

- **Post** The General Manager
 Temora Shire Council
 PO Box 262
 Temora NSW 2666
- **Email** jobs@temora.nsw.gov.au
- **Hand Deliver** Temora Shire Council
 105 Loftus Street
 Temora NSW 2666
 Office Hours – 8.00am – 4.30pm Monday to Friday