

Applicant Notes

PREPARING YOUR APPLICATION

Applicants, who demonstrate that they meet the Competency Requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview.

If possible, your application should be typed. If this is not possible, please ensure that your writing is clear and easy to read.

Applications can be either by email (preferred) or posted but must be received before the closing advertised date.

Email address for applications: ceo@kellerberrin.wa.gov.au or mog@kellerberrin.wa.gov.au

Postal address for applications: **“Private & Confidential – “Title of Position”** Shire of Kellerberrin, PO Box 145, Kellerberrin WA 6410.

In order to qualify as a valid application you must include all the following information.

Resume (Curriculum Vitae) which comprise of:

- Personal Details - Name, address, telephone number and email.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Statements Addressing the Competency Requirements:

This is the most important part of your application. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties. Only those applicants who best demonstrate they meet the competency requirements will be interviewed.

Other Documents

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Substantiated evidence of claimed qualifications must be provided to Council prior to appointment.

The successful applicant will be required to obtain relevant Police Clearances.

Referees

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

Contact Details

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

Late Applications

In fairness to all applicants, late applications cannot be received by Shire of Kellerberrin.

Interviews

The final decision on this position will be taken by Council and interviews will be held in Kellerberrin or alternatively by instantaneous electronic communication if circumstances require.

Council will meet reasonable, out-of-pocket expenses including fares where incurred in responding to an invitation for an interview.

The Shire of Kellerberrin is an equal opportunity employer and provides a smoke free work environment.