



## **Advice on Preparing Your Application for the Position of Plant Operator/Municipal Employee**

The following documents are required as part of your written application:

### **Covering Letter**

It is recommended that you include a covering letter with your written application as it allows you to introduce yourself and to highlight the reasons you are seeking this position with Council.

### **Claims against the selection criteria**

The Council requires that you submit an application that addresses each of the selection criteria. In addressing the selection criteria, please provide information in relation to your work history, qualifications, knowledge, skills and experience which is directly related to each selection criterion.

### **Current Resume or Curriculum Vitae**

A resume is a history of your employment and work experience and should cover the following areas:

- Your employment history in chronological order, starting with your current employment;
- Details of the positions you have held including dates of employment, capacity in which you were employed, where you were employed and a brief outline of the main duties, responsibilities, and major achievements; and

- Your educational qualifications and professional affiliations that detail the full title of the qualification, the year awarded and the full title of the institution attended.

**In relation to your written application, please note the following:**

- Your application should be typed or neatly handwritten
- The Council is unable to return your application to you. It is therefore suggested that you retain a copy of your written application for reference;
- Please submit copies of official documents
- Please clip/staple application in top left hand corner; and
- Your application should be sent to the address as per the advertisement

**Referee Report Checks**

The purpose of the referee checks is to obtain, in confidence, factual information about your past work history, as well as opinions regarding the quality of your work and suitability for the position. Referee reports may be sought verbally or in writing. A referee must be able to comment on your work experience and skills specifically relating to the selection criteria.

**Pre-Employment Health Assessment**

A pre-employment “fit for position” health assessment will be required of the successful applicant.

**Pre-Employment Police Check**

Council will require the successful applicant to undertake a National Police Check.

**Forwarding Your Application**

Your application should be forwarded to the person and location identified in the advertisement.

*We trust that the information provided will assist you with your application*