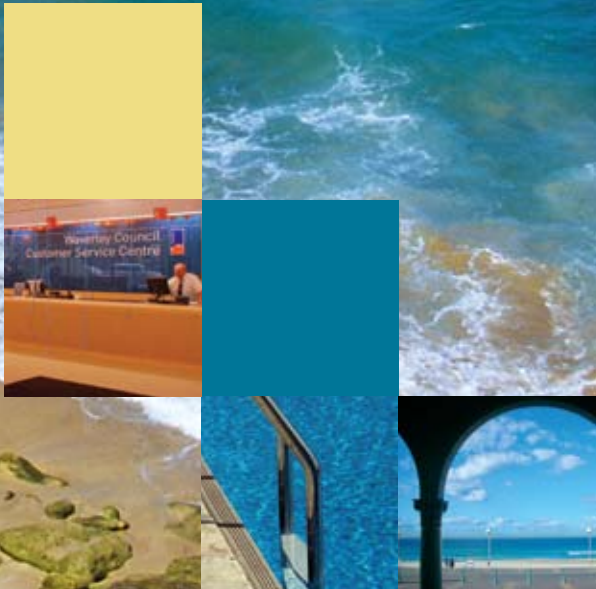


## Enquiries

Please contact the **Contact Officer** listed in the advertisement if you have any questions about the vacancy or the selection process.



# Preparing your job application



Waverley Council is committed to the principles of equal employment opportunity and the establishment and maintenance of a non-discriminatory work environment.

EMAIL [jobs@waverley.nsw.gov.au](mailto:jobs@waverley.nsw.gov.au)  
WEB [www.waverley.nsw.gov.au](http://www.waverley.nsw.gov.au)

**WAVERLEY COUNCIL**



**A great place to work**

The main purpose of a job application is to provide enough relevant information about your education and experience to allow the selection committee to decide whether you should be chosen for the next step in the recruitment process.

Your application is the first step in the selection process and should provide important information about you and your suitability for the position.

Applicants are short listed for testing or interview based on how well they meet the selection criteria.



## Step 1: Pick up a job pack

You must download a job pack from [www.waverley.nsw.gov.au](http://www.waverley.nsw.gov.au) or call our Job Line on 9369 8177 before you prepare your application. This will include:

1. **Position Description:** outlines the nature of the work and describes the duties and responsibilities, qualifications and skills necessary for the job.
2. **Position Advertisement:** provides an overall view of the role.
3. **Preparing your Application brochure:** (this brochure) outlines the recruitment process and tells you what documents we will need from you.
4. **Application cover sheet:** must be filled out and attached to your application.

## Step 2: Application

To increase your chances of success your application should include the following documents:

1. **Resume:** sometimes referred to as a CV (curriculum vitae), this is a summary of your academic and work history.
2. **Application cover sheet:** you will need to fill this out and provide us with your personal details and referees.
3. **Statement against the selection criteria:** you need to supply evidence that you meet the selection criteria. The best way to do this is to provide specific details and, where possible, include an indicator of success or a result you have previously achieved.

## Step 3: Notification

Within seven business days after the closing date for the position, we will either:

- write to you advising you that on this occasion you have not been shortlisted, or
- contact you by telephone or email to arrange a time and date for interview.

Please provide details/dates in your application if you plan to be away from work/home at the time the applications close.

## Step 4: Interview

If you are shortlisted, you will be asked to come in for an interview and/or practical test.

You will be notified either by phone or in writing of the result of the interview.

## Step 5: Final checks

If you are successful, you will need to provide the following documents:

- **Permission to work in Australia:** If you provide evidence of residence or citizenship that does not contain a photo, you must also provide a driver's license, passport or birth certificate.
- **Probity and criminal record checks:** If the position involves direct and unsupervised contact with children, you must show that you are not a prohibited person under the *Child Protection (Prohibited Employment) Act 1998*, and have satisfactorily completed probity and criminal record checks under the *Commission for Children and Young People Act 1998*.
- **Also:** All applicants must complete a satisfactory medical examination with Council's Medical Services Provider. When you attend a medical assessment you will need to take some form of identification, such as a driver's licence or passport.