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| **Glen Innes Severn Council** | **Human Resources** |
| **Application Checklist** |

Before you submit your application, have you:

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|  | Carefully read all the contents of the information package? |
|  | Carefully read the position description and acquainted yourself fully with the selection criteria? |
|  | Completed the online application form at www.gisc.nsw.gov.au? |
|  | Uploaded a resume giving full details of your previous employment history? |
|  | Uploaded any other documents (certificates, licences and/or qualifications) in support of your application?  |
|  | Included your “Working With Children” Check details? **(Note: This item applies to child-related employment only)*****Important: If the position you are applying for is child-related employment, failure to provide the Working With Children Check application number with your application will exclude you from consideration at the short-listing stage.*** |
|  | **Note: If you are running short of time to submit your application, please contact Human Resources on (02) 6730 2303 before the closing date. We may be able to assist you in this matter.** |