

**Information for Intending Applicants**

It is Singleton Council’s aim to attract and retain the best person for each position advertised. Merit based selection techniques are used to ensure this goal is achieved.

Following is a guide for intending applicants to assist them in preparing a suitable application for a position. Please read this information to ensure you maximise your opportunity for an interview for the position you wish to apply for.

1. ***Covering Letter***

* Provide a covering letter that introduces you and why you want to apply
* Ensure your details including your full name, address and telephone number/s are clearly displayed on the front page
* Quote the position name from the job advertisement in the heading of the letter
* Singleton Council has a preference for information to be stated in behavioural terms, i.e. give brief details of the situation, what you did, and the outcome of your actions

1. ***Resume or Curriculum Vitae***

* All applicants are required to provide a resume or curriculum vitae
* Resumes should be clear and brief and contain as a minimum, all information required by the Application for Employment
* Please include copies of major relevant qualifications, including academic transcripts
* Please ensure resumes are **WORD** or **PDF** format

1. ***Provide Two Work Related Referees***

* Include contact details of two (2) work-related referees who could provide comments on your suitability for the position.
* Please ensure your referees know you are applying for this position.

1. ***Addressing the Selection Criteria***

* The selection criteria **must** be addressed in the online questionnaire for your application to be considered
* Refer to the Position Description or advertisement which lists all the essential and desirable selection criteria.
* Ensure you clearly and concisely explain how you meet each criteria, provide specific details of your abilities, qualifications, experiences, standard of work and previous performance.

***Further Information***

* If, after reading the information package, you require further information please contact the person listed in the job advertisement.
* Alternatively, general questions about the recruitment process can be directed to Human Resources on (02) 6578 7211 or via [recruitment@singleton.nsw.gov.au](mailto:recruitment@singleton.nsw.gov.au)

***Please Note***

* **Do not** send original documents e.g. certificates or references. Qualifications will be requested when progressing your application should they be required.
* **Do not** send your application directly to [recruitment@singleton.nsw.gov.au](mailto:recruitment@singleton.nsw.gov.au). This email address is for enquiries only.

***It is the responsibility of the applicant to ensure that Council receives their application before the closing date which appears in the job advertisement.***