

# FIND A JOB THAT SUITS YOU AT SINGLETON COUNCIL



## 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

### 2. **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

### 3. **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.

### 4. **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.***

