



EMPLOYMENT APPLICATION GUIDELINES

Preparing your Application

It is important to prepare a good job application as this will determine whether or not you are interviewed. Applications should be clear, concise and contain information that is relevant to the job you are applying for. If you would like more information about a job before applying, contact the person nominated in the job advertisement.

All job applicants are requested to include the following information with their application:

1. Covering Letter

- Details of the position you are applying for
- Information addressing the key selection criteria

2. Personal Information Including

- Your home address
- A postal address for correspondence (if different to your home address)
- Business and home contact phone numbers
- Current details of employment

3. Resume Including

- Education and training – a chronological list of your academic qualifications and training courses which are relevant to the position.
- Work Experience – identify positions you have held from the present to the past, listing briefly the duties and achievements of each. Give greater detail on the more recent and current positions and highlight those details relevant to the position for which you are applying.

4. Referees

- At least two professional referees should be nominated, together with details of their current positions and phone number. No contact will be made with these referees without prior approval from the applicant.

5. Canvassing of Councillors

- Applicants must not approach or request any other person to approach any Shire of Dundas Councillor to solicit support for their application or otherwise seek to influence the outcome of the appointment process. Any applicant who engages in such prohibited conduct may not be considered by the council.

After you apply

You will be contacted by telephone within approximately two weeks of the closing date if you have been short-listed for an interview. If you have not been contacted within this time, you have been unsuccessful with your application.

All unsuccessful applications will be retained for six months in accordance with Local Government record keeping requirements and then destroyed.

How to Submit Your Application

- Email: shire@dundas.wa.gov.au
- Post: Shire of Dundas, PO Box 163, NORSEMAN WA 6443
- Hand Delivery: Shire of Dundas, 88-92 Prinsep Street, NORSEMAN WA 6443

For More Information Contact:

Shire of Dundas

Phone: (08) 9039 1205

Email: shire@dundas.wa.gov.au

Information Privacy Statement

Any information, including identification of individuals, you provide as an applicant (in a written application or at interview) is used primarily by the selection panel to assess merit for a position. Access by other council staff is limited to what is necessary to undertake associated administrative requirements (e.g. processing applications, scheduling interviews or processing appointments).