



INFORMATION FOR APPLICANTS

1. Introduction

These guidelines are provided to assist you in preparing your written application and to enable you to plan for a possible selection interview. You should also receive a Position Description Form for the position that you are applying, that includes a listing of the specific selection criteria for that position.

All applicants who address and demonstrate they meet the essential selection criteria and who, from their application are considered to be competitive with other applicants, will progress to the next stage of selection.

Selection decisions are initially based on the information provided in your written application.

Before preparing your application, check the essential selection criteria to make sure you are eligible to apply.

If you would like to find out further details about the position, you should contact the person whose name is included in the advertisement.

2. Preparing Your Application

If possible, your application should be typed. If that is not possible, make sure your writing is clear and easy to read.

Consider using an independent person to critically examine your application before you submit it.

Your application should include the following documentation:

a. Resume/Curriculum Vitae Comprising:

- Personal details - your name, mailing address, daytime and after hours telephone numbers where you can be contacted.
- A summary of your previous employment history, starting with the most recent. Include dates, name of employer, position title and tasks/responsibilities undertaken in each position.
- Your training and education achievements, including some details on what was involved.
- Any activities which you have undertaken outside of work which are relevant to the position you are applying for.
- Any membership of professional bodies and/or licensing authorities.
- The names, titles, work addresses and contact telephone numbers for two work related referees.

b. Statement Addressing The Selection Criteria

Selection Criteria specify the minimum education, experience, knowledge, skills and abilities required for the position. Preparation of these statements is the most important part of your application.

It is advisable when addressing the Selection Criteria, that you:

- Treat each criterion separately, using each criterion as a heading.
- Provide a statement on each criterion, demonstrating how you possess the relevant skills, experience, knowledge and qualifications to successfully carry out the duties of the position. This may include a description of events/projects/examples of where you have applied the required skills or knowledge.
- Provide clear, relevant information so that the panel can readily assess your claims.
- Include information of any relevant qualifications you may have obtained and their relevance to the Selection Criteria.

3. A Note About Referees

It is not necessary to include written references or character referees as part of your application. Instead, the selection panel will make direct contact with referees. It is common courtesy that referees be contacted for approval before nominating them in your application.

You should advise referees that you have submitted an application, as the selection panel may not advise you prior to making contact with them.

Normally, one of your referees should be the immediate supervisor or manager in your current (or most recent) employment(s).

You may be asked to provide the names of more appropriate or alternative referees, as part of the selection process.

4. General Information

The Shire of Moora receives numerous employment applications every year, therefore you should include a covering letter that details the position you are applying for as part of your application.

If applying for more than one position, please provide a separate application for each position.

Do not send us original copies of qualifications or other documents. Regrettably, documents received as part of an application are not able to be returned.

Do not bind your application. To make our filing easy, staple or paper clip the top left hand corner.

Photocopy your completed application for your own reference, as submitted applications will not be returned.

5. Preparing For An Interview

The interview is an important part of the selection process. All interview questions will be job related - that is, they will relate to the Selection Criteria for the position you have applied for. These questions will be asked of every interviewee.

In some circumstances the panel may not be able to test the whole of your application through the interview questions. You may be assessed in other ways, for example, a written test, a presentation or practical/team exercises.

To prepare yourself for the questions which may be asked during the interview:

- Re-read the Job Description Form, focusing on the Selection Criteria. Think of examples of work situations where you have applied the relevant skills and abilities. Focus on the duties of the position and think about how you would carry them out. Think about any problems you might encounter and how you would resolve them. Try to identify examples from your past experience that are similar, or that may be equivalent.

- Your special responsibilities as a supervisor.
- If you have any relevant reports or other work which you have done which will provide examples of your skills and abilities, you should organise examples for presentation at the interview.

6. The Interview

If selected for an interview you will normally be advised of the details several days before the interview date. It is acceptable for an interview to be conducted over the telephone (teleconference).

Don't assume that each panel member knows about your suitability for the position, even though you may know them or have had previous experience in the position you have applied for. Having got to the interview stage, your job is to convince the panel that you are the best person for the job. Answer questions fully without unnecessary details. Where possible, relate your answer to direct experiences you have had. When the opportunity is presented, feel free to ask questions of the panel. Panel members will record your replies to the questions to assist them in accurately recalling your details when they are making their selection decisions.

7. Feedback

You will be given the opportunity to request feedback from the Selection Panel Convener on how you performed with your written application and/or other selection stages eg interview. You are encouraged to seek this feedback, as it is an important learning experience. This may be helpful in assisting you with future job applications.

8. Submitting Applications

In accordance with the Industrial Relations legislation, vacancies are advertised for a specific period only. Late applications will not be accepted. Please ensure your application is marked: "Confidential – Employment Application."

Applications should be addressed to Linda O'Sullivan, Senior Finance Officer by:

- Mail - Shire of Moora, PO Box 211, MOORA WA 6510
- E-mail – sfo@moora.wa.gov.au
- Hand delivery at the Shire of Moora Administration Building, 34 Padbury St, Moora.

If you are unsure of any submission details, please contact the Shire of Moora on (08) 96510000.

The Shire of Moora is an Equal Opportunity Employer, promoting a Smoke Free work environment. It is hoped that you find this information of assistance and we look forward to receiving your application.