

## INFORMATION FOR APPLICANTS

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in preparing your application and to help the selection panel assess your application and suitability for the role. Further information regarding the City of Armadale can be obtained from Council's website [www.armadale.wa.gov.au](http://www.armadale.wa.gov.au).

### **SELECTION CRITERIA**

Selection Criteria are the set of standards used to evaluate the suitability of an applicant for a position. When applying for a position, you should possess the skills, qualifications or experience listed in the selection criteria. Selection Criteria are outlined within each information pack and are there as a guideline for candidates and also to assist the panel in short-listing candidates accordingly. It must be noted that it is impossible to interview all applicants and therefore only those who best meet the criteria will be short listed for interview.

Some positions we advertise will ask you to address the selection criteria. This then becomes a very important part of your application. You should start by listing each selection criteria and then write two or three paragraphs outlining your expertise or qualification in that area. It is always good to include a relevant example of a situation or experience you have in each particular selection criteria point. It is essential that the information you provide is clear, concise and most importantly, *relevant*.

Other positions will not request an address of the selection criteria; however, we ask that you submit a detailed resume and covering letter outlining your work experience and education and explaining why you think you would be suitable for the position.

### **CURRICULUM VITAE / RÉSUMÉ**

A brief summary of your relevant personal particulars, education (and qualifications) as well as an up-to-date outline of your employment history should be attached to your application. Information provided should preferably relate to the position.

### **REFEREES AND REFERENCES**

While the names of referees may have been asked for in the advertisement, these need not necessarily be supported by written references at the time of sending your application. However, if you choose to enclose written references, copies will suffice at the time subject to sighting originals at a later date. It is recommended that you advise your referees that you have nominated them as the Council may wish to contact them at a later date. The referees you nominate should be able to comment on your recent work experience.

### **OTHER DOCUMENTS**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

## **INFORMATION FOR APPLICANTS Cont...**

### **APPLICATION FORM**

Attached in each information package is an application form, this form assists in the processing of your application, please return with your completed application. If you are submitting your application via email, this form is not required.

### **WRITTEN APPLICATIONS**

The Council is pleased to accept all applications for the position and does not favour hand written applications over typed applications, or vice versa. However, all applications should be neat and legible for ease of reading by the selection panel.

### **LATE APPLICATIONS**

In fairness to all applicants, late applications cannot be received but the Council will accept late applications when consent to such a request has been given by the Human Resources Manager. However, such permission must be sought before the closing date for applications.