

HOW TO APPLY FOR A POSITION @ COUNCIL

The key to being the successful applicant for any advertised position is your application. Your application plays a vital role in the selection process and is a major tool in how you present yourself.

Your application should include:

1. A Covering Letter

Your covering letter should include:

- The position name and position number you are applying for.
- A summary of your skills, experience, qualifications, accomplishments
- A brief statement addressing the essential & desirable criteria
- Your contact details

2. Your Resume

Your resume should include your:

- Name, address and contact numbers
- Education Details
- Employment History
Please indicate dates of employment and a brief statement of duties performed
- Work Experience History
Relevant positions or activities that do not form part of your paid employment
- Referees Details
Please include the names, positions and current daytime contact numbers of 2 work related referees

3. A Statement / Claim against the selection criteria

You need to supply evidence that you meet the selection criteria outlined in the position's job description. The best way to do this is to provide specific details and, where possible, include an indicator of success or a result you have previously achieved.

Once you have read the job description, written a clear, concise and relevant covering letter, resume and statement against the selection criteria, you need to send your application to Council before the advertised closing date. Applications received after the closing date will not be considered.

All applications should be addressed as follows:

Confidential – Position Title
General Manager
Ashfield Council
PO Box 1145
ASHFIELD NSW 1800

Or

Via email info@ashfield.nsw.gov.au

We hope this information assists you and we look forward to receiving your application.