

# Applying for the Position

The following is a general guide on what should be included in an application:

## 1. Cover Letter

Include a letter as the cover sheet for your application. Your letter should introduce yourself, advise why you are applying for the position and list the attachments you have included to support your application.

## 2. Selection Criteria

Selection is based on the assessment of each applicant in relation to the selection criteria identified in the Position Description. It is important that candidates clearly respond to each of the essential and desirable selection criteria with specific written examples. This may include skills or abilities developed outside the workplace, e.g. a volunteer position.

## 3. Resume

Include a resume which clearly lists your full name, current address, telephone numbers and email address as well as a summary of your work experience. Your work experience should detail the name of the organisation, period of employment, positions held and brief details of main duties performed.

## 4. Referees

Please include at least two work related referees. In your resume include details of at least two people who can be contacted to provide information about how you meet the selection criteria. Provide their names, position titles, addresses, telephone numbers and email address. As a matter of courtesy you should advise the people you have nominated as your referees that they may receive a call from a prospective employer.

## 5. Qualifications

Include copies of any qualifications that that you have obtained which may be relevant to carrying out the tasks related to the position.

## 6. Photo Identification

Include a copy of your Drivers Licence or other legal form of photo identification.

### Before submitting your application, have you included the following?

<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Referees
<input type="checkbox"/> Addressed Selection Criteria	<input type="checkbox"/> Copies of Qualifications
<input type="checkbox"/> Resume	<input type="checkbox"/> Copy of Photo Identification

## 7. Application Submission

Applications marked 'Confidential – Recruitment' can be emailed to [admin@bogan.nsw.gov.au](mailto:admin@bogan.nsw.gov.au) or posted to:  
The General Manager  
Bogan Shire Council  
PO Box 221  
Nyngan NSW 2825

## 8. Interviews

Candidates will be invited for interview based on the selection criteria. Selected and unsuccessful applicants will be notified by mail within 2 weeks of the closing date.

## 9. Pre-employment Medical

Short listed applicants will be required to undergo a pre-employment medical assessment at Council's expense to assess a prospective employee's fitness for the position that is the subject of their application. Included in this will be drug and alcohol screening. All offers of employment are conditional on an employee undertaking and passing the pre-employment medical assessment.

## 10. Appointment

An offer of employment will be based on Equal Employment Opportunity legislation which ensures selection is determined by merit and the ability to carry out the role and responsibilities of the position. An internal Council Policy and Procedure on selection is in place to ensure employment of the best person for the job.