



Advice for Prospective Applicants

Thank you for your interest in this vacancy. Please take the time to read the attached information. If you wish to proceed, the following helpful hints are provided to assist you with your application.

MAKING ENQUIRIES:

- For general enquiries regarding the application process please contact People and Culture on 08 6820 3110.
- For specific enquiries regarding the position please contact Letitia Stone, Manager Facilities on (08) 6820 3650 or at Letitia.Stone@albany.wa.gov.au.

COMPLETING YOUR APPLICATION:

When preparing your application, you **MUST** include the following to be considered for interview:

- A cover letter.
- **A statement addressing each of the “key selection criteria” detailed in the “Conditions and Selection Criteria Document”.** Consideration for interviews is based upon your clear demonstration that you meet the essential requirements for the position.
- A resume (or curriculum vitae), which provides your current contact details, relevant personal details, qualifications, work history and the details of two recent work referees.

LODGING YOUR APPLICATION ONLINE:

1. Go to our website at <https://www.albany.wa.gov.au/council/employment/current-vacancies.aspx>
2. Select the relevant position.
3. Click on ‘Apply’ and complete all mandatory fields, you will be required to attach your completed cover letter, selection criteria and resume to the application (as three separate electronic documents).

In the instance of a limited number of applications, the City reserves the right to extend the recruitment advertisement dates.

Thank you for your interest in working for the City of Albany