



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 the Information Management Coordinator, Marlee Robson on (08) 6820 3096.

COMPLETING YOUR APPLICATION:

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

1. A cover letter
2. **A statement addressing each of the “key selection criteria” detailed in the position information papers attached.** Consideration for interview is based upon your clear demonstration that you meet the essential requirements for the position.
3. 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)

LODGING YOUR APPLICATION VIA MAIL / IN PERSON:

1. If you would like to apply via mail / in person, please contact people and culture on 08 6820 3121 for more information.

For reasons of equity, **LATE APPLICATIONS CANNOT BE ACCEPTED.** If you are forwarding your applications through Australia Post, please ensure that you allow enough time for it to reach us **before** the closing time.

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