



## 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 Human Resources on 08 6820 3110
- For specific enquiries regarding the position please contact the **Recreation Services Business Coordinator (Mitchell Green) on 08 6820 3437.**

### **COMPLETING YOUR APPLICATION:**

When preparing your application include the following:

1. **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.
2. 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 [www.albany.wa.gov.au](http://www.albany.wa.gov.au)
2. Click on ‘Apply’ and complete all mandatory fields, you will be required to attach your completed selection criteria and resume to the application (as two separate electronic documents).

### **LODGING YOUR APPLICATION VIA MAIL / IN PERSON:**

1. Your application must be marked “**Confidential – Position AV58/19 – Contracts Administrator**” on the envelope, and addressed to: Human Resources, City of Albany, PO Box 484, ALBANY WA 6331
2. Include a covering letter stating why you are applying for the position and giving details of how you may be contacted along with your statement addressing the selection criteria and detailed resume.
3. Applications must reach our offices no later than the specified closing date (**5.00pm on Monday 12<sup>th</sup> August 2019**). Applications may be accepted by mail or delivered to the front counter of the City of Albany office at 102 North Road Yakamia.
4. 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.
5. All applications received will become the property of the City of Albany and cannot be returned to unsuccessful applicants. Please do not submit applications in plastic folders or include original documents.

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