



## **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 Manager Finance, Steve Van Nierop on 08 6820 3100.

### ***COMPLETING YOUR APPLICATION:***

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

- Please submit a covering letter of no more than two pages demonstrating your suitability for the role based on the key points outlined in the Conditions and How to Apply document. No separate “key selection criteria” are required for this 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:***

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 and resume to the application (as two separate electronic documents).

**For reasons of equity, LATE APPLICATIONS CANNOT BE ACCEPTED.**

**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**