



SERVICE  
TRUST  
ACCOUNTABILITY  
RESPECT  
SOLIDARITY



City of  
Greater Geraldton  
a vibrant future



# NOTES FOR APPLICANTS:

## HOW TO APPLY FOR AN ADVERTISED POSITION

Thank you for your interest regarding an advertised position with the City of Greater Geraldton. These notes are applicable to all advertised positions with the City of Greater Geraldton. They are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the other applications that will be received for the position.

You will first need to refer to the Job Advertisement and the Job Description for the advertised position you wish to apply to. The Job Description outlines the duties and responsibilities, and includes the selection criteria which you must address. Please note, for any specific job related information or to gain a better understanding of the role, please direct your enquiries to the contact person as noted within the Job Advertisement.

### SELECTION CRITERIA

This is the most important part of your application. Applications without Selection Criteria may not be reviewed by the panel.

Selection Criteria specify the essential and desirable knowledge, skills, experience, education and abilities required for the position and are found at the end of the Position Description. Consideration for interview is based upon a demonstration of your ability to meet each of the Criteria.

The following is a guide on how to address the Selection Criteria:

- Use each criterion as a separate heading.
- Write a paragraph under each heading stating your ability to meet the criteria. Provide evidence of past examples that support your statement.
- Try to ensure that you use work related examples to demonstrate your experience, knowledge and skills.
- As a general guide, your submission for each criterion should be no more than a half page per criterion.
- A useful format to follow for addressing selection criteria is the 'STAR' method. Using this method you break your paragraph into 4 sections:
  1. S = Situation - describe situation around the event.
  2. T = Task - describe the task you were required to perform.
  3. A = Action - describe the action you implemented to complete the task.
  4. R = Result - describe the result or outcome of the action you implemented to completed the task.
- Using the STAR format assists the reviewing Supervisor to assess your application.

## **REFEREES AND REFERENCES**

It is not necessary to include written references or character referees as part of your application. However, if you choose to enclose written references you should provide copies only, originals may be requested at a later date.

It is required that you include the names and contact details of two (2) referees, who may be contacted directly by the Selection Panel. The referees you nominate should be able to comment on your recent (last 2-3 years) work experience. It is recommended that you advise your referees that you have nominated them.

## **OTHER DOCUMENTS**

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the City may ask to sight the originals at a later time.

## **CONTACT NUMBER**

Please provide a contact telephone number to facilitate inviting you for an interview or to enable clarification of any points arising from your application.

## **APPLICATION FORMAT**

The City of Greater Geraldton is pleased to accept all applications for positions (hand written or typed) however our preference, for administration purposes, is for applications to be typed and sent in via email as one document. All applications should be neat and legible for ease of reading by the selection panel.

## **LATE APPLICATIONS**

In fairness to all applicants, late applications will generally not be accepted. In special circumstances the City of Greater Geraldton will accept a late at the discretion of the Recruiting Manager.

## **ADDRESS TO FORWARD APPLICATIONS**

Applications should be addressed to the Chief Executive Officer, City of Greater Geraldton PO Box 101 GERALDTON WA 6531. Applications can also be faxed on (08) 9956 6674 or emailed to [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au).

## **CONDITIONS OF EMPLOYMENT**

Below is a sample of the key industrial and regulatory instruments that may form your minimum conditions of employment if you join the City of Greater Geraldton (this list is indicative not exhaustive):

- City of Greater Geraldton Combined Union Enterprise Agreement 2012-2015
- Local Government Act 1995 (WA)
- Fair Work Act 2009 (Cth)
- Long Service Leave Act 1958 (WA)
- Occupational Health & Safety Act 1984 (WA)