



Application Guidelines for Advertised Positions

Applicants are encouraged to demonstrate that they have the skills, knowledge, experience and qualifications for the advertised position.

As you may appreciate the City of Swan generally receives a large amount of applications following the advertisement of a vacancy and to assist the Selection Panel to shortlist those applications in the most efficient manner there are a number of tips we suggest when preparing your application.

Preparing Your Application

1. Presentation

Your application should be typed (if possible) and set out clearly so that it can be read easily. If this is not possible please ensure that your writing is neat and legible and presented so that it can be easily followed.

We prefer that applications are stapled together rather than presented in a folder or bound.

2. Length

As you will read below, your application will consist of a number of documents and it is easy to expand your submission to many pages. Try to keep your Resume and Statement of Claim against the Selection Criteria succinct, and include only those details that are relevant to the position you are applying for.

Photocopies of qualifications may be included, if applicable, as well as proof of any training and/or development that you have undertaken.

Photocopies of written references are not considered essential, however, if they are relevant to the position you are applying for then they may be included.

3. Contents

To enable a fair and valid assessment of your application the following information is critical when submitting your application:

(a). Completed Application Form for Advertised Vacancy

(b). Covering letter
Used as an introductory to your application.

(c). Resume – Please include:

Full name

Postal address

Daytime contact number

Work history

Include employment dates starting from the most recent, your position title, name of employer and a concise list of the key duties performed.



Education and training

Include dates starting from most recent, the name of the educational institution and/or training provider, the title of the qualification and/or training received and a concise summary of the course outline.

Relevant memberships

Include the name of the institution and the duration of your membership. Also include any activities undertaken outside of work that are relevant to the position. For example, if you are a part of a committee.

Referees

Include the names of at least two people who are able to comment on your work experience against the position requirements. You must also identify their employer, their position held in that organisation, a daytime contact number and the working relationship they had or have with you (ie Supervisor).

Before nominating anyone as a Referee on your application it is in your best interest to ask him or her first if they are prepared to supply information about your work.

4. Statement of Claim against the Selection Criteria

When you are making your Statement of Claim you should treat each Selection Criteria separately. This assists the Selection Panel to assess your application more easily. The Selection Criteria can be found in the Position Description.

Please check the closing date for the position as late applications will not be accepted.

All applications for vacancies are to be submitted online at <http://swanjobs.com.au/?id=411>. Hard copy applications will be accepted if stated in the advertisement. They can be submitted to:

1. Post:

Human Resources
City of Swan
PO Box 196
MIDLAND WA 6936

2. Fax:

(08) 9267 9165

THANK YOU

We hope that you have found this information useful and that it has assisted you in submitting your application.

Thank you for your interest in the City of Swan and should you have any enquiries regarding the **recruitment and selection process** please contact Human Resources on 9267 9385 or 9267 9384. For queries regarding the **position** please phone the contact in the advertisement.