

Thank you for your interest regarding employment with us.

This information sheet will assist you with preparing your application.

Before you apply:

- Review the Position Description to gain an understanding of the role; and
- Review the requirements to determine if you possess the qualifications, skills and experience.

How to Apply:

To apply for employment with Council you are required to submit the following:



Resume:

Please include the following details on your resume:

- Personal details including your name, email, postal address and contact number;
- Employment history including dates, tasks and responsibilities/achievements;
- Education, training and professional memberships relevant to the position;
- Activities undertaken outside of work relevant to your application; and
- Details of at least two work referees preferably direct supervisors or managers.

Cover Letter:

A cover letter gives you the opportunity to introduce yourself to the selection panel.

Your cover letter should address **the selection criteria** of the position.

The best way to set this out is to:

- List each requirement separately and explain how you have the particular skill to meet that criteria.
- Provide an example to demonstrate how you applied that skill.

Remember: The response you provide will inform our decision in inviting you for an interview.

TIPS FOR ADDRESSING THE SELECTION CRITERIA

The STAR Method

Situation
Task
Action
Result



Situation - Describe the circumstance where you used the skills or qualities and gained the experience.

Task - What was the task, problem or issue? What was the nature and complexity of the task?

Action - What action did you take? Describe the actions you took that led to success in the situation.

Result - What was the result, achievement or outcome reached from the situation described?

Please note: Providing false or deliberately misleading information may result in your application being disregarded. It may also be grounds for dismissal should you be successful.

Closing date and late applications:

- Vacancies are advertised for a specified period.
- Late applications may not be considered unless Human Resources have given prior consent.

What happens next?

- Applications received by the nominated closing date will be assessed by the panel.
- If your application proceeds to the shortlist, you will be contacted for an interview.
- If you are not shortlisted, you will receive correspondence confirming your application has not been successful.

For more information visit www.barcaldinerc.qld.gov.au
You can also contact Human Resources on 07 4651 5614 or email
hrm@barc.qld.gov.au