



Thank you for your interest in the advertised position.

The following information is provided so that you, as an applicant, are aware of the expectations of the Shire of Wickepin Appointments in terms of the information, formats and content of your application.

Applying for the Position

Eligibility

In order to be considered for the position you must be able to show that you meet all the essential criteria. Before preparing your application check the essential criteria described in the attached position description to make sure you are eligible to apply.

Preparing Your Application

When you have ascertained that you have met all of the essential selection criteria your next step is to prepare your application.

1. Covering Letter

Your application should include a covering letter. The covering letter is an introduction to your application and should state identifying details of the position that you are applying for, your desire to be granted an interview together with any relevant information on your availability for an interview.

2. Resume/Curriculum Vitae

- ◆ Personal details – name, address, telephone number, etc.
- ◆ Your education and training achievements. Include any that you are currently undertaking.
- ◆ Any activities that you have undertaken outside of work which are relevant to the position that you are applying for.

3. Statement of Claims Against the Selection Criteria

Your selection for an interview will depend on you demonstrating that you meet the essential criteria.

4. When Preparing Your Statement of Claims

- ◆ Treat each selection criteria separately. Use each criterion as a heading and provide your claim underneath that heading.
 - ◆ Provide a brief statement which relates your experience, skills and knowledge to the particular criteria.
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- ◆ Provide details of any activities you have undertaken outside of work which are relevant to the application.

5. Referees

- ◆ Applicants are required to nominate two referees in support of their application. These referees should be able to comment on your skills and knowledge in relation to the selection criteria.
- ◆ Referees should be contacted for approval before listing them in your application.
- ◆ Provide names, relationship to you (i.e. supervisor), work addresses and daytime telephone numbers.
- ◆ **We understand you may not wish us to contact current work referees initially. If this is the case please let us know.**

6. General Application Information

- ◆ Do not attach any information that is not relevant to the position that you are applying for.

7. Submitting Your Application

You may post, deliver, e-mail or fax your application. Applications must arrive by 4.00pm **Friday 7 April 2017**. Email address is eso@wickepin.wa.gov.au

Mark your application:

“Private & Confidential”
Shire of Wickepin
Application - Mechanic
PO Box 19
WICKEPIN 6370