

Information Sheet for Applicants



You need to apply in writing for a position advertised by Griffith City Council. Applications will only be accepted in response to positions advertised.

How to apply for positions with Council

Council is committed to ensuring that fair procedures are followed for selection and deployment of individuals to meet organisational needs.

All appointments are based on merit which is expressed in the essential and desirable selection criteria as listed in the Position Description. You will need to address all essential criteria to be short-listed for an interview.

When applying for a position, it is necessary to prepare an application that demonstrates why you are the best person for the job and how your skills, knowledge and experience match the selection criteria.

It is essential that you obtain the Position Description in order to prepare your application.

A full application should contain:

- Position Application Form
- Covering letter (optional)
- Your response to each of the essential and desirable criteria
- Your most recent resume
- Contact details of at least two work related (or school) referees
- Copies of all licences and qualifications relating to the position

If you do not provide this information your application may not be considered.

Selection Criteria

All Council Position Descriptions list the essential and desirable selection criteria for a position. The criteria describe the skills, knowledge and experience required to successfully perform the duties of the position. They provide the selection panel with a basis upon which to select an applicant (based on merit).

You must clearly show how you meet each of the selection criteria and provide examples of your experience and qualifications to support your claims. To do this it is suggested you make a separate heading for each of the criteria and under each heading describe how your skills, knowledge and experience can be used in the job, use examples where appropriate.

Whilst there is no limitation to the amount of information you provide, you should consider the level of the position, how important the criteria is for the role and your own breadth and depth of experience in that area when preparing your responses.

If you have not undertaken those tasks in your current role, think back to previous positions.

Examples of addressing the selection criteria

Hold a current class “MR” licence

I hold an MR drivers licence number A12345 expiring (date)

Hold a General Construction Induction Training Certificate (GIT or white card)

I hold a white card number CGIO123456SEQ1 issued (date)

Demonstrated customer service skills

In my roles I have dealt with a diverse range of people. I handle the front counter enquiries, complaints and requests. While working at (company name) my primary duties were telephone reception, word-processing, data entry, updating the visitors register and greeting people in a friendly manner.

Resume

Your resume should be a separate document that addresses your employment history details in full. It is recommended that you start with your current (or most recent) position and work backwards. Include copies of all your relevant licences and qualifications.

Referees

You are required to provide the details of at least two referees, which you should include in your resume. Your referees should be work related and should include your current or most recent manager/supervisor.

If this is your first job, use referees from school (teacher or advisor) or volunteer work.

When providing referee details you will need to include the following;

- Referees full name
- Referees contact number(s)
- Referees association with you (e.g. Supervisor, Manager not fellow worker)

When considering people to be a referee you should ask their permission beforehand and advise them of the position applied for. This will help them provide relevant information.

Tips

- Ensure you have allowed yourself plenty of time to complete your application and make any changes
- Make sure you have a response to each essential and desirable criteria
- Once you have completed your application ask someone to review it for you. Allow enough time for them to review the application and for alterations to be made
- Most importantly, ensure your application is lodged on time.

Lodging your application

Applications marked 'Private and Confidential' should be forwarded by the closing date and time, to 'The General Manager, Griffith City Council'

You may lodge your application by:

- mail to PO Box 485, Griffith NSW 2680
- email to admin@griffith.nsw.gov.au
- fax to (02) 6962 7161
- hand deliver to Council's office located at 1 Benerembah Street Griffith