



POSITIONS VACANT

Applicant Information Guide

What are the benefits of working for Wingecarribee Shire Council?

Wingecarribee Shire, otherwise known as the Southern Highlands, is a popular tourist destination which encompasses a semi rural area with six towns, many rural villages and a magnificent natural environment. The Southern Highlands is also located within driving distance from Canberra, Sydney and the South Coast of New South Wales.

Wingecarribee Shire Council offers employees flexible working conditions with the possibility of rostered days off, a 35 or 38 hour work week dependent on the position, comprehensive training and education assistance as well as having a variety of positions and professions within the Council which can open up many possible career paths for interested employees.

What do I need to know before I apply for a position with Wingecarribee Shire Council?

Choosing the best person for the job is part of our policy of equal employment opportunity. The Council offers positions to people on the basis of merit. This means your qualifications, experience, skills and abilities (relevant to the position) are matched to the position requirements.

Before a position is advertised, Council staff analyse the requirements of the position. They then develop a list of duties and the selection criteria (qualities to perform the job); this is called the Position Description and can be found in the employment package. The position description must be obtained from Council's website before applying for the position. If you require further information on the position, a contact officer is listed in the advertisement.

As stated above, our selection process is based on an assessment of the relative merit of each candidate. We do this by examining how well your knowledge, skills and abilities meet each of the selection criteria as identified in the position description. As the first stage of the selection process is based on your written application, it is important that you provide the panel with information that shows how you meet the selection criteria. If you do not show how you meet the selection criteria in your application you are unlikely to be considered for an interview.

How do I apply for a position with Wingecarribee Shire Council?

The best way to set out your application is to list each criterion and then explain clearly under each one how you meet it. When addressing each criterion you should consider your response in terms of your qualifications, knowledge, skills, abilities and relevant work experience.

It is essential that you clearly identify the position title and file number quoted in the advertisement on your application. Also, please ensure that your application and attachments are securely held together.

Your application should consist of:

- An Employment Application Form
- A covering letter
- Statement addressing the selection criteria and
- Résumé

Applications must be received no later than 4.30 pm on the closing date shown in the advertisement. Council is happy to accept faxed and e-mailed applications.

Address your application to:

**The General Manager
Wingecarribee Shire Council
PO Box 141
MOSS VALE NSW 2577**

When will I find out if I was successful in obtaining the position?

Applications will not be acknowledged on receipt, however, if you are shortlisted for an interview you will be contacted by telephone to arrange an interview. If you have not been contacted within 6 weeks of the closing date please assume that your application has not been successful and no further correspondence will be sent. Only applicants interviewed will be advised in writing of the outcome. Applications will only be excluded for reasons, which directly relate to the selection criteria.

Applications received after the closing date will not be accepted. Applicants are responsible for ensuring they meet the closing date as stated in the advertisement.

Please note that Council requires pre-employment medical assessments conducted at Council's expense for all prospective employees for the purpose of ascertaining whether they are physically fit for and suitable to carry out the functions of the proposed position



EMPLOYMENT APPLICATION FORM

Position Advertised

Position applied for _____

File Number _____

Please read Wingecarribee Shire Council's Applicant Information Guide prior to preparing your application. **Applicants are reminded that Council does not acknowledge receipt of job applications.**

The Position Description for each position can be found on Council's website. The Position Description highlights the essential and desirable criteria which you **must address as part of your application**. Please attach this in addition to your résumé to the employment application form.

Applicant

Mr / Mrs / Miss / Ms / Dr _____
(Surname) (Given Names)

Address _____
(Number) (Street)

_____ Post Code: _____
(Suburb)

Phone (Business) _____ Phone (Home) _____ Phone (Mobile) _____

Current Employment Details

Employer _____

Period of Service _____

Position _____

Status (please circle) Full time / Part time / Permanent / Temporary / Casual

Salary _____

Responsibilities of this position _____

Employment History

Please list information about your past employment (including temporary, part-time and voluntary work) starting with the most recent employment. If the space provided is insufficient, you may attach further details.

Employer	Period of Employment	Position/s Held
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Education, Qualifications and Relevant Training Courses

Please provide details of Tertiary or Secondary education you have completed or are currently undertaking. Start with the most recent.

Year Commenced	Year Completed/ Qualifications/ Stage Reached	Institution/ Studies Undertaken
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

References and Referees

Please provide details of employers who may be contacted in regard to your employment history.

Name of Referee	Organisation Name	Position	Telephone Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Applicant's Authority

I certify that the information I have submitted is both true and correct and I acknowledge that any statements made by me which are found to be deliberately misleading may result in my dismissal if employed by Council.

Signature of Applicant _____ Date _____

Equal Employment Opportunity Statistics

The information requested within this section is optional and has no influence on the outcome of your application. It will be treated as strictly confidential and used for statistical purposes only. By completing this section you will assist Wingecarribee Shire Council in ensuring that Equal Employment Opportunities are available to the community.

- Female Non English Speaking Background Aboriginal/ Torres Strait Islander
 Male Disability (please specify) _____

Address Applications To

Envelopes to be addressed to: The General Manager
Wingecarribee Shire Council
PO Box 141
MOSS VALE NSW 2577

E-mail Address: wscmail@wsc.nsw.gov.au

Please Indicate Where You Became Aware of the Vacancy

- Council's website Southern Highlands News Sydney Morning Herald
 Friend/Family Other (please specify) _____

For further information about the position please contact the individual specified in the advertisement