



HOW TO APPLY FOR A POSITION AT PARRAMATTA CITY COUNCIL

Dear Applicant

Thank you for your interest in this position. I have pleasure in providing you with a Recruitment Kit to aid you in making an application. The Recruitment Kit contains:

- Applicant Details Form
- A copy of the advertisement
- Position Description containing the selection criteria in which your application will be assessed against

Your application for this position must address the selection criteria. The job advertisement will advise you of which selection criteria you must use. These criteria will either be listed in the:

- Position Description (under 'Knowledge, skills & experience', 'Qualifications, Experience and Essential competencies' or 'Person Specification'), OR
- Job Advertisement

You should aim to write no more than half a page for each. When addressing the selection criteria you should try to make your responses clear, concise and relevant to the specific criteria requirements.

Please also attach your resume, which includes:

- Copies of required **qualification/s**, including education and technical
- **Employment history** (including the organisation, position and dates you were employed and brief Summary of achievements and responsibilities)
- **Training and professional membership** details
- Two current **work referees** (names and contact numbers)
- Your daytime **contact number**

Please ensure your application is received by Human Resources on or before the closing date for this position. The closing date can be found on the advertisement. Short-listing will take place within 3 weeks of the closing date. Applicants successful in obtaining an interview will be contacted by phone 2-3 days before the date of interview. Should you be unsuccessful in obtaining an interview, you will be notified in writing.

In accordance with the *Privacy Act 1988*, Parramatta City Council declares that your personal information will be treated as confidential and only used or disclosed for the primary purpose of its collection.

Please send applications to the attention of 'Job Applications' through one (1) of the below options:

Post - PO Box 32, Parramatta NSW 2124
Email – jobsatcouncil@parracity.nsw.gov.au
Fax – 02 9806 5917

We look forward to receiving your application.