

Guide to Applying for a Position with Wollongong City Council



When you apply for a position the key to getting that vital interview is your application. As many positions will be in competitive markets, make your application clear, concise, well presented and explain how you meet the specific position requirements.

Please take note of the closing date for applications, as late applications will not be accepted.

1 Information about the Position

Gather all the information about the position that you can. All vacant position information can be found on Council's website www.wollongong.nsw.gov.au.

Contact the person named in the advertisement and obtain the recruitment package. You can also ask this person questions about the position. Read the Job Description and the Advertisement carefully to understand what the position is about.

2 Completing your Application

Some advertisements ask for Application Forms to be completed and some ask for written applications (not necessarily on the Application Form). Please make sure that you send whatever is asked for. The information contained should, in general, be the same.

Use statements that **explain and describe** how you meet each and every selection criteria listed and provide examples wherever possible. You should include details that highlight your experience, skills, knowledge and qualifications that are relevant to the position. When you are putting your application together remember that all applications are assessed against the selection criteria using only the information supplied by you. Please try to keep your responses to no more than half a page per criteria (usually five to six lines is sufficient).

Please provide current daytime contact details. If you give work phone numbers you will be contacted **with discretion**. Please include mobile telephone numbers, e-mail addresses or phone numbers where messages may be left if applicable.

If you are unavailable for any period of time after the closing date of the advertised position please provide an alternative contact number.

You can include a resume/curriculum vitae or additional documents such as photocopies of qualifications, references, attendance at training courses and any other relevant information. **Please do not attach original documents**. Presentation folders, plastic sleeves or binders containing applications will not be returned.

Make sure that you include the Position name and Recruitment number as stated in the advertisement and tell us where you saw the advertisement.

If using the Council Application form: Please complete neatly and legibly the information requested on the front and back covers. Information asked for on the inside pages can be typed or printed on additional sheets.

Fill out parts A & B as described above.

Part C – Employment History

- List the positions that you have held starting with your current or most recent employment.
- Include the position name and the dates when you were employed. You can include experience gained from paid and unpaid eg. voluntary work.

Part D – Education

i. Education

- Give details of your educational background beginning with the most recent qualification you have attained, or are working towards.

ii. Other Relevant Training

- List relevant courses you have attended, include courses attended both through work or through external training centres eg clubs.

Part E – References and Referees

- List the names of at least two (2) previous or current employers who can be contacted regarding your work history. These referees should have a good knowledge of your work performance.
- Make sure you have current contact numbers for your referees. It is a good idea to let them know you have included them on your application.

Please fill in the "Equal Employment Opportunity Statistics" section on the back page of the form. The information you give in this section is used for statistical purposes only and has absolutely no bearing on the outcome of your application.

3 Check your Application before sending it

- Read your application again; make sure that **all** the criteria have been addressed.
- Include the position title and recruitment number from the advertisement.
- Attach copies of qualifications, references, attendance at training courses and any other relevant information. **Please do not attach original documents.**
- Sign and date the application.
- Complete Equal Employment Opportunity Information section (where appropriate).
- Send application so it will reach Council before the closing date.

4 Sending your Application

Applications can be mailed to:

Manager Human Resources
Job Application Private & Confidential
Wollongong City Council
Locked Bag 8821
WOLLONGONG NSW 2500

Or personally delivered to:

Human Resources Division
Level 8 Council Administration Building
41 Burelli Street
WOLLONGONG NSW 2500

Faxed to: (02) 42 269834.

Or submitted via email:

- Use MS Word format
- Include "Job Application name and Recruitment No. in the relevant subject field eg Job Application for Stenographer Recruitment No. 05022
- Indicate where you saw the position advertised
- Email to jobs@wollongong.nsw.gov.au

Feedback

All applications are dealt with strictly on the merits of the information in them, compared to the Selection Criteria or Person Specification in the Job Description.

All unsuccessful applicants will be notified. Due to the large number of applications received, Council regrets that detailed feedback on applications or interviews cannot be given.