

## APPLYING FOR THE POSITION

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 Merredin in terms of the information, formats and content of your application.

### 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 including name, address, telephone number etc.
- A summary of your work history beginning with your most recent position. Include starting and finishing dates, your position and the types of tasks that were required in each job, and your key achievements. Also provide reason for leaving previous position.
- Your education and training achievements. Include any that you are currently undertaking. Membership of any professional bodies should also be included.
- 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 Against the Selection Criteria"

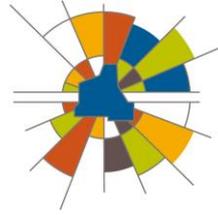
- Treat each selection criteria separately. Use each criterion as a heading and provide your claim underneath that heading
- Provide a brief statement, which relates your experience, skills and knowledge to the particular criteria. The length of your statement for each criteria is dependent on the position you are applying for and your discretion. As a guideline, a quarter to half a page is generally acceptable. You should provide specific examples in your statement to back up your claims.
- 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 work referees in support of their application. These referees should be able to comment on your work experience, 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

- Applicants should submit typed applications. If you are unable to type your application, a neat handwritten application may be lodged. The layout, spelling, punctuation and grammar should be checked.



SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

- Do not attach any information that is not relevant to the position that you are applying for.
- When lodging your application, submit a covering letter, resume, statement of claims against the selection criteria and written references.
- Staple all information in the top left hand corner. DO NOT submit your application in plastic or cardboard folders as your application may need to be photocopied.

**Submitting Your Application**

You may post, deliver, e-mail or fax your application. Applications must arrive by 4.00pm on the closing date. If you are unable to lodge a full application by the closing date you may lodge an expression of interest and your full application must then reach the Shire of Merredin within two working days of the closing date.

**Mark your application:**

Application for Employment  
{Title of Position}  
Chief Executive Officer  
Shire of Merredin  
PO Box 42  
MERREDIN WA 6415

Should you require any further information or assistance, please contact:

**Tel:** 08 9041 1611

**Fax:** 08 9041 2379

**Email:** [admin@merredin.wa.gov.au](mailto:admin@merredin.wa.gov.au)

