

Thank you for your interest in a position with the Shire of Capel! This guideline is presented to assist you in preparing your application and for the selection process.

ELIGIBILITY

Check the requirements (skills, qualifications, experience) for the position as described in the advertisement and position description to assess your suitability for the role.

As an Equal Employment Opportunity employer, the Shire of Capel encourages applications from individuals of diverse backgrounds to apply, to join us in servicing our community.

PREPARING YOUR APPLICATION

In order to be considered for a position, you must be able to demonstrate your suitability for the position advertised. Applications will be assessed against the requirements (skills, qualifications, experience) outlined in the position description.

It is not a requirement to individually address the selection criteria (unless specifically requested in the advertisement). The decision to shortlist applicants will be based on the information provided in the application against the requirements described in the position description.

If at all possible, your application should be typed. If this is not possible, ensure that your writing is clear and easy to read. Your application should include:

1 Application Form

- Please complete an application form, downloadable from the Shire of Capel website at www.capel.wa.gov.au

2 Covering Letter

- Reference the position you are applying for, and your desire and suitability, together with any relevant information on your availability for an interview.
- You may wish to summarise your application and emphasise your strongest points and achievements.

3 Resume comprising:

- Personal Details – Name, address and telephone number.
- A summary of your work history starting with the most recent. Information should include employment dates and details of the duties, performance and your achievements in each job. Don't forget to add any experience you may have of acting/relieving in this role or similar.
- Any activities you have undertaken outside of work which are relevant to the application.

- Your qualifications, education and training achievements (be sure to include any education you are currently undertaking).
- Copies of relevant formal qualifications (**photocopies**).

4 Referees

- Two referees plus their contact phone numbers must be nominated in your application – they must be able to comment on your work performance (eg your direct supervisor/manager). Referees should be contacted for approval before listing them in your application.

CLOSING DATE

Check the closing date and time for the application. Late applications will not be considered except in the circumstances whereby a successful applicant has not been identified for the position from the original process.

In most situations Applications will not be assessed until the closing date. The Shire reserves the right to begin the recruitment process prior to the closing date. However all applications will be assessed equally and no decisions will be made prior to the closing date.

SUBMITTING YOUR APPLICATION

Preferred method of application is by email to jobs@capel.wa.gov.au.

For all posted or hand delivered applications please do not submit in plastic or cardboard folders, and keep a copy of your application for you own reference. Written applications should be marked **CONFIDENTIAL** and addressed to:

**Human Resources
Shire of Capel
PO Box 369
Capel WA 6271**

Applications may also be faxed to (08) 9727-0223.

INTERVIEWS

If you are shortlisted, you will be invited to attend an interview which may be with 2 or 3 interviewers (i.e. HR, supervisor, manager). The interview questions are designed to assess your suitability to the position you are applying for, and will consistently be asked of every applicant. Some of the questions will be asking you to describe specific examples of your past work experiences. The interviewers will take note of your responses to the questions to assist with the selection process.

The interview is also your opportunity to ask questions to assess the position's suitability for you! Feel free to prepare a few questions you may wish to ask the interviewers.

You will be advised at the interview of the selection process which, depending on the position, may include a further interview, working styles assessment, police clearance, pre-employment medical, and/or reference checking.

At the completion of the process, all applicants will be notified of the outcome of their application. Should you wish to receive feedback on your application, please contact Human Resources after the completion of the process.

RECORDS

Your application and any information gathered on your application throughout the recruitment process will be kept confidentially for a period no longer than 12 months and disposed of securely. Therefore if a similar position arises in that period that you may be suitable for, we may be in contact with you. Should you not wish for your personal information to be kept on file, please notify us in writing by emailing jobs@capel.wa.gov.au.

Should you have any questions regarding the position, your application, or the selection process please contact Human Resources on (08) 9727-0222 or jobs@capel.wa.gov.au.