

Wentworth Shire Council

"The Shire on Two Rivers"

INFORMATION FOR APPLICANTS

Fact Sheet

Thank you for your interest in applying for a position with the Wentworth Shire Council. The following information has been prepared to assist you with your application.

WHAT YOUR APPLICATION SHOULD INCLUDE:

A Cover Letter

An overview outlining your skills, work experience and reasons for applying for a position at Wentworth Shire Council. This should include the position title and recruitment number.

Addressing the Selection Criteria

Describe how your particular skills, abilities, work experience and qualifications enable you to satisfy the requirements of the position addressing the points listed in the position description under the heading **Selection Criteria**. These statements need to be clear, concise and adequately illustrate how you meet the criteria.

Current Resume/Curriculum Vitae

A resume is a history of your employment and work experience and should cover the following areas:

- **Personal Details:** Name, postal address and contact phone numbers.
- **Education and Training:** List academic qualifications and training courses. Copies of your academic qualifications should be attached.
- **Work Experience:** Details of positions you have held from present to past, listing briefly the duties of each. Give greater detail on the more recent and current positions and highlight those duties relevant to the position.
- **Referees:** Provide the name, title, organisation and telephone numbers of at least two referees, including your current supervisor where possible. Your referees should be able to comment on your previous work performance and abilities.

LODGING YOUR APPLICATION:

Hand Deliver

26 – 28 Adelaide Street
WENTWORTH NSW 2648

Send

Wentworth Shire Council
Po Box 81
WENTWORTH NSW 2648

E-mail

humanresources@wentworth.nsw.gov.au