

In order for your application to be considered it must include the following:

A Cover Letter

Your cover letter should be addressed to the General Manager. Ensure the Recruitment Number and Position Title are included in the subject line. The body of the letter should provide an outline of your skills and work experience.

Addressing the Selection Criteria

You must include a separate page that addresses the selection criteria. You should describe how your particular skills, abilities, work experience and qualifications enable you to satisfy the requirements of the position addressing each of the points listed under the selection criteria.

Current Resume / Curriculum Vitae

Your resume should include:

- **Current personal details:** Name, residential address, correct postal address, email address and day time contact phone numbers are
- **Education and Training:** list academic qualifications and training
- **Work Experience:** Details of positions you have held from present to past. Provide greater detail on more recent positions and positions that highlight experience relevant to the position you are applying
- **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 work performance and abilities

How to lodge your application

By Post: PO Box 81, Wentworth NSW 2648

Hand Deliver: to 26 – 28 Adelaide Street Wentworth, or

Via Email: to humanresources@wentworth.nsw.gov.au

No late applications are accepted.