

To assist you in applying for a position with Bourke Shire Council the following tips are offered:-

Resume You should include the following information in your resume:-

Personal Details - include full name, current address and contact phone numbers. It is optional whether you put your date of birth or marriage status. Also note your licence type, number and expiry date.

Educational Background - List trades, certificates and diplomas as well as the name of the organisation where your studies were undertaken and the date achieved. If you are currently studying, list the subjects you have completed to date. Attach to the back of your resume a photocopy of your certificates etc. In this area also note any tickets you have, eg forklift, backhoe. List the certificate / licence, the issuer (RTA, Workcover) and the year it was completed. Attach to the back of your resume a photocopy of your tickets.

Employment History - state the period of employment (start date to end date), the employer's name, position held, whether it was permanent or casual, and a short description of the main duties you undertook in that position.

Referees - a referee is a person who we can contact to discuss your personal qualities and work history. List their name, position, business and daytime contact number. Courtesy demands that you ask the person's permission to use them as a referee before sending off your resume.

Bourke Shire Councillors should not be canvassed to use as referees.

Essential / Desirable Criteria It is important that you address the Essential / Desirable criteria - if you do not address this criteria, your application may not be considered. List each criteria as a heading and underneath provide examples of how you meet the criteria by relating it to work you have undertaken and describe your experiences. Example - "I have good customer service skills", show where you have provided customer service, how you have handled angry customers and what was the outcome. If a large number of applicants meet all the Essential Criteria, the Selection Panel will compare all applications and choose for interview those applications that meet the criteria the best.

Putting Your Application Together Once your resume is completed with the above information a cover letter is required. This letter should state the job you are applying for quoting any job numbers or titles from the advertisement and a short note on why you would be the best person for the job. If you need help putting your application together, you may be able to obtain assistance from an Employment Agency or Secretarial Service, or have a friend who can help you.

Sending Your Application Bourke Shire Council would prefer to receive an original copy of your resume in the mail or hand delivered, but will accept faxed copies and in some instances, an email copy of your application. Late applications will only be accepted and considered if prior arrangements have been made with the person indicated on the advertisement or the Payroll / Personnel Officer. Otherwise your application will be returned if it is received after the closing period. Applications should be addressed to:

The General Manager
Bourke Shire Council
P O Box 21
BOURKE NSW 2840

OR Hand delivered to Council Offices at 29 Mitchell Street, Bourke NSW 2840
Faxed on 02 68723030

Unsuccessful / Interview If you are not selected for an interview by the Selection Panel, you will be advised in writing. If you are successful in gaining an interview, you will be contacted either by phone or post, and interviews are usually held 2-3 weeks after the closing date. If you are unsuccessful after the interview process, you will be advised in writing.

Disabilities If you have a disability that needs to be taken into consideration for your interview, eg you need wheelchair access, an interpreter because you are hearing impaired, please tell the person who contacts you for the interview so appropriate arrangements can be made.

Appeals If you are an internal applicant and unsuccessful, you have the right to appeal. A preliminary offer of employment may be made to the external applicant following the selection process, but no formal offer will be made until the appeals process has been finalised and a pre employment medical completed.