

The Shire of Derby/West Kimberley is an equal opportunity employer and enjoys a smoke free workplace. Canvassing of Councillors will disqualify.

Shire of Derby/West Kimberley

Information for applicants

Thank you for your interest in the position advertised by the Shire of Derby/West Kimberley. To assist your application, please read the following information.

Equal Employment Opportunity

The Shire of Derby/West Kimberley is an equal opportunity employer. All applicants for a position will be assessed against the criteria included in the position description

Applications will not be assessed until after the closing date. A selection panel of up to three staff will assess applications. Selections will be based on merit for the position through a series of selection techniques.

What to include

Your application should include:

1. A brief covering letter outlining the reasons for your application and why you believe you are the best person for the position.
2. A copy of your current resumé.
3. Details of at least two work related referees, at least one of who should be your current employer.

Resumé

We prefer you to attach a copy of your current resumé, listing academic and/or professional training and memberships and your relevant employment experience. This experience should list the main responsibilities of your job.

A standard resumé is acceptable, however it is suggested that you submit a resumé that reflects the requirements of the job you are applying for. Not all resúmes contain the relevant information sought and others contain too much detail.

Referees

You should include the names and contact details of at least two work referees who can provide information on your work performance. At least one of the referees should be your current or last supervisor.

Referees will not be contacted without your permission.

Lodgement of Applications

• Written Submissions:

You should provide us with only one copy of your complete application.

Please **do not** submit your application in plastic sleeves, binders, files or spiral binding.

Please **do not** submit originals of documents, as applications for employment are not normally returned.

Please address your application to:

Chief Executive Officer

Shire of Derby/West Kimberley

PO Box 94

DERBY WA 6728

and mark it 'Confidential Application for Employment' stating the Position Title noted in the advert and on the Position Description. Alternatively you can hand deliver your application to the Council Administration Office at Loch Street Derby, between 8.00am and 4pm (4pm on the closing date).

Electronic (E-mail) Submissions:

Please ensure that your application is submitted in Microsoft Word 7.0 or later compatible format.

Send your application to hr@sdwk.wa.gov.au.

Late Applications

Ensure your application is received at the Council Offices before the closing date and time. Late applications may be considered depending on the circumstances and at the Chief Executive Officers discretion. Please contact the Human Resources Officer for further information.

Post Application Process

- Receipt of your application will be confirmed by post after the closing date.
- Short listed applicants will be notified by telephone.
- All unsuccessful applicants will be notified in writing once an offer of employment has been accepted.

Medical Examinations

Prospective employees will be required to undergo a pre-employment medical examination, at our expense.

Queries?

Should you have any queries about any aspect of the position, please contact the staff member nominated in the advertisement.

If you have queries regarding the submission of your application, please contact us on (08) 9191 0999.