



## Shire of Derby/West Kimberley

### INFORMATION FOR APPLICANTS

Thank you for your interest in the position advertised by the Shire of Derby/West Kimberley. These notes are provided to assist you in preparing your application and to help the selection panel assess your application and suitability for the role.

#### Equal Employment Opportunity

The Shire of Derby/West Kimberley is an equal opportunity employer. All applications 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 resume and any supporting documents.
3. Details of at least two work related referees, at least one of who should be your current employer.

#### Covering Letter

The covering letter introduces yourself to the selection panel and should include the title of the position you are applying for.

You should explain why you are applying for the position and how you may be contacted during normal business hours.

#### Resume

Your resume should provide personal details (eg. Name, address, and contact numbers) relevant work history, education, training courses attended, qualifications and professional memberships. Information provided should preferably relate to the position.

Relevant work history should commence with the most recent position you have as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.

## Referees

You should include in the resume the names and contact numbers of at least two (2) referees. Referees may be contacted to verify your claims in relation to the selection criteria. Preferably one referee should be your current supervisor or manager, alternatively a supervisor/manager from a previous position may be used.

Referees will not be contacted without your permission.

## Supporting Documentation

Only provide copies of original documents supporting your application (written references, certificates, qualifications etc) to avoid loss or damage. Council may ask to sight original documents at a later time.

## Overseas Qualifications

It is your responsibility to have any overseas qualifications assessed by:

- The National Office of Overseas Skills Recognition  
PO Box 25  
BELCONNEN ACT 2615

## Written Applications

The Shire is pleased to accept all applications for the position and does not favour hand written applications over typed applications, or vice versa. However, all applications should be neat and legible for ease of reading by the selection panel.

## Late Applications

In fairness to all applicants, late applications cannot be received but the Shire will accept late applications when consent to such a request has been given by Human Resources. However, such permission must be sought before the closing date for applications.

## Forwarding Applications

Staple your application in the top left hand corner. Please **DO NOT** submit your application in plastic or cardboard folders.

All applications should be marked 'Confidential Application' stating the Position Title and sent to the Chief Executive Officer by one of the following means:



**By Mail:**  
PO Box 94  
DERBY WA 6728



**By Hand:**  
Administration Office  
Loch Street, Derby



**By Email:**  
recruitment@  
sdwk.wa.gov.au



**By Fax:**  
08 9191 0994

## Progress of Your Application

- All applications received within the closing date and time, are confirmed with an acknowledgment letter.
- Once applications close, all applications will be reviewed by the selection panel for consideration. The panel will contact you directly if you have been selected for an interview. The selection process can take some time and if you want to check on the progress of the job please telephone the contact officer named in the advertisement.
- All unsuccessful applicants will be notified in writing once an offer of employment has been accepted.