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8.00am - 4.00pm MON - FRI

# Guidance Notes for Prospective Applicants

***Thank you for your interest regarding employment with the Shire of Wyndham East Kimberley.***

## How to Apply

The Shire is pleased to accept all applications whether hand written or typed, providing they are neat and legible in presentation. To apply for employment with the Shire, applicants are required to submit the following:

### A CV/resume outlining:

- relevant personal details (name, e-mail address, postal address, contact telephone number/s);
- previous employment history including dates and a brief overview of tasks performed in each position;
- education and training relevant to the position, including copies of relevant qualifications; and
- details of at least two (2) referees who can provide comments on your relevant work performance.

### Covering Letter:

Applicants are required to submit a covering letter outlining their interest in the position and their ability to meet the requirements of the role (maximum 2 pages). The covering letter gives applicants the opportunity to introduce themselves to the selection panel. It should be engaging, informative and demonstrate to the selection panel that they have the necessary skills to do the job. Before applying, applicants are encouraged to read the key responsibilities and selection criteria of the position description and ask themselves whether they genuinely have the ability to meet the role requirements.

### Selection Criteria

**While there is no requirement for applicants to provide a separate written statement addressing the selection criteria in detail (unless specifically advertised), applicants are expected to demonstrate in their resume and covering letter that they are capable of fulfilling the inherent requirements of the role for which they are applying. Where an address of the selection criteria statement is not submitted, an assessment will be based on the information made available within the submitted application.**

If an applicant chooses to specifically address the selection criteria in their application, or if the advert specifically requests it, they will need to include a separate claim for the position with their application. Applications which do not address the selection criteria, *where required*, will not be considered for interview.

The best way an applicant can address this, is to set out a statement which lists each criterion and then clearly explain under each one how they meet it. The selection criteria describe the skills, knowledge, qualifications and experience needed to do the job. Written answers to selection criteria are used to assist the selection panel in their selection and shortlisting process, and ensure employees are selected and promoted in accordance with the principles of merit and equity. When addressing the selection panel, applicants should provide an example to demonstrate how they applied (or would apply) the selection criteria.

### **The Star Method • Situation • Task • Action • Result**

The STAR method is a useful way to assist in addressing the selection criteria appropriately.

<b>Situation</b>	Where and when did the applicant carry out the task, solve the problem or handle the issue in the workplace?
<b>Task</b>	What was the specific task, problem or issue faced? Who was involved? What was the nature and complexity of the task? What were the consequences if the task or issue was not handled effectively?
<b>Action</b>	What positive action was taken to address the situation and task?
<b>Result</b>	What was the result or achievement reached from the situation described?

### **Submitting an Application**

Applications must be received by the closing date specified in the advertisement.

All electronic applicants are to be sent directly to [recruitment@swek.wa.gov.au](mailto:recruitment@swek.wa.gov.au), or otherwise submitted via the Shire's website. [www.swek.wa.gov.au](http://www.swek.wa.gov.au)

Applications sent by post are to be addressed:

Shire of Wyndham East Kimberley

PO BOX 614

KUNUNURRA WA 6743

All submissions must be received by the nominated closing date. In fairness to all applicants, late applications cannot be considered unless prior consent has been received from the Shire under restricted circumstances.

### **Interviews/Recruitment Process**

Applicants selected for interview will be contacted personally after close of advertising date. Those unsuccessful in their application will be advised in writing.

### **Contact**

Should you have any queries in regards to recruitment at the Shire of Wyndham East Kimberley please contact the Human Resources team on (08) 9168 4100 / [recruitment@swek.wa.gov.au](mailto:recruitment@swek.wa.gov.au).