



## How to apply for a position with Lithgow City Council

Thankyou for your interest in applying for a position. Lithgow City Council is an Equal Employment Opportunity (EEO) Employer and selects applicants based on merit, according to the nature of the duties of the position and the abilities, qualifications and experience required.

The following information is provided to assist you in your application for an advertised position within the Lithgow City Council. Please ensure that you have the qualifications, skills and abilities outlined in the Selection Criteria for the position before you decide to apply.

### Preparing to apply

The advertisement and position description will provide important information which you should be aware of when preparing your application.

Ensure that you make note of the closing date for the position, which will be outlined near the end of the advertisement. Council must receive your application by the closing date and time for it to be considered for the position.

It is recommended that you obtain a copy of and read the position description to better understand the duties involved and identify the selection criteria required. The position description is available on Council's website [www.lithgow.nsw.gov.au](http://www.lithgow.nsw.gov.au).

A position number is allocated to each vacant position and will be outlined in the advertisement. Make sure you include the position number on your application to ensure that it is considered as part of the recruitment process.

### Information required

- *Application letter*  
This letter should be addressed to the General Manager (marked confidential) and include the position number and position title. The letter should outline why you are applying for the position and should include your contact details and daytime telephone number.
- *Statement addressing each of the Selection Criteria (contained within the position description)*  
It is necessary that you include a statement addressing each of the 'essential' and 'desirable' criteria for the position. It is suggested that you address each of the criteria separately.

The statement for each should be clear and concise and illustrate how you meet the requirements. It is recommended that you provide evidence of your merit and include any examples that are relevant, whether they be work-based examples or non work-based examples.

'Essential' criteria are those factors that you must possess in order to perform the job, while 'desirable' criteria are those factors that would better assist you in the job.

Please remember that consideration for an interview is based on your written demonstration that you meet the selection criteria.

- *Resume or Curriculum Vitae (CV)*  
Some details to include in your resume are:
  - Education and training – including schooling details, tertiary education (if applicable), relevant qualifications, certificates, licences etc.
  - Employment history – include any relevant work experience (paid or unpaid), stating the most recent first. Ensure that you include dates that you were employed and a brief description of your responsibilities.
  - Referees - include contact details for at least two recent work related referees (preferably those who have supervised you). Please advise your referees they may be contacted by Council as part of the recruitment and selection process.

### **Submitting your application**

Applications should be addressed to the General Manager, unbound and be marked "Confidential - Position No \_\_ /\_\_ "

Methods of applying:

#### **Mail**

The General Manager  
Lithgow City Council  
PO Box 19  
Lithgow NSW 2790

#### **Hand deliver**

180 Mort Street  
Lithgow NSW 2790

#### **Email**

council@lithgow.nsw.gov.au

### **Additional information**

- Please prepare your application on A4 size paper.
- Please do not include any original certificates or documents in your application as they are not returned.
- Please leave your application unbound (i.e. not in a presentation folder)

## **General enquiries**

If you require any further information regarding the vacant position please do not hesitate to contact Katie or Renae in Council's Organisational Development Office on 02 6354 9973 or 02 6354 9914.

## **The recruitment and selection process**

Once the position has closed the selection panel will assess each application and select some candidates to be interviewed. If you are selected for an interview you will be contacted by telephone to advise you of the interview date, time and venue. You may also receive a confirmation letter through the mail. If you are not successful in being selected for an interview Council will notify you in writing.

The interview will consist of at least two members. The interview questions will be based on, but not limited to, the selection criteria.

Reference checks and other checks may be carried out as part of the selection process. For those positions which have been identified as 'child related', the preferred applicant will be required to undergo a Working With Children Check and complete a Prohibited Employment Declaration (as per the Federal Child Protection Legislation).

The preferred applicants will also be required to undergo a Pre-employment medical examination which will be at Council's expense.

The final decision will be arrived at after carefully considering your application, interview, referee/s (and other) checks and any practical based exercises. The selection panel will make a recommendation to the relevant Manager and General Manager of the preferred applicant.

The successful applicant will then be notified by phone and the unsuccessful applicants will be notified in writing.

***Good luck and thank you for your interest in applying for a position  
with Lithgow City Council***