



## Shire of Denmark

South Coast Highway (PO Box 183), Denmark WA 6333

Ph: (08) 9848 0300 Fax: (08) 9848 1985

Email: [enquiries@denmark.wa.gov.au](mailto:enquiries@denmark.wa.gov.au)

Website: [www.denmark.wa.gov.au](http://www.denmark.wa.gov.au)

# Information for Applicants

Thank you for your interest in the position advertised by the Shire of Denmark. Please read the following information to assist you in preparing your application.

## SELECTION PROCESS

The Shire of Denmark is an equal opportunity employer. All applications for a position will be assessed on equal opportunity principles.

Selection will be based on merit and applicants will be assessed on their past experience and ability to perform the advertised position.

The selection panel will short list applicants to be interviewed and these applicants will be contacted by telephone to arrange a suitable time for an interview.

Following a decision by the selection panel all unsuccessful applicants will be notified in writing.

## PRE EMPLOYMENT MEDICAL AND NATIONAL POLICE CLEARANCE

All new appointees to Council staff are required to undertake a medical examination prior to confirmation of appointment and successfully pass a National Police Clearance. Council will pay for, or reimburse the costs of, the medical examination & National Police Clearance.

## FORM OF APPLICATION

Written applications should consist of three main components:

1. A covering letter, stating the position you are applying for;
2. A statement addressing the selection criteria; and
3. A resume, including your personal details, education, previous work experience and the name and contact details of two referees.

Applications should not be submitted in plastic sleeves, binders or files and please do not submit originals of important documents such as qualifications and references, submit photocopies only. Originals should be available however, should the selection panel request to see them during the interview process.

Applications may be typed or hand written as long as they are neat and legible.

## SELECTION CRITERIA

This is the most important part of your application. It is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your claim for the position.

Address each of the Requirements of the Position (as detailed in the Position Description) separately and under a separate heading. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge and abilities to successfully carry out the duties of the position.

## **REFEREES**

You should include the names and contact details of two referees who are able to comment on your recent work experience. It is recommended that you advise your referees that you have nominated them as the selection panel may contact them during the selection process.

## **CONTACT NUMBER**

Please provide a telephone number so that you can be contacted during office hours.

## **ADDRESS FOR APPLICATIONS**

Applications, marked CONFIDENTIAL and quoting the position title, should be addressed to;

Chief Executive Officer  
Shire of Denmark  
PO Box 183  
DENMARK WA 6333

Applications may also be sent via facsimile on 9848 1985 or by email to [payroll@denmark.wa.gov.au](mailto:payroll@denmark.wa.gov.au).

## **LATE APPLICATIONS**

In fairness to all applicants late applications may not be accepted unless prior arrangements have been made with the Chief Executive Officer.

Dale Stewart  
**Chief Executive officer**

1 October 2009