



How to apply for a Position with Council

When preparing an application for a vacancy with Longreach Regional Council this document will provide some useful tips and information to consider.

To ensure all applicants are given a fair and equal opportunity, the selection panel is required to assess each application on merit in terms of how well they successfully meet the position criteria. It is important that you highlight how your skills, knowledge, experience and qualifications meet each of the position requirements outlined in the position description. A shortlist of applicants will then be invited to interview for the position. This process can take up to 4 weeks once the applications for the position closes.

All of the following are important features of your application:

- Neatness, layout and overall appearance.
- Correct spelling, punctuation and grammar.
- Accuracy with position titles and dates of employment.
- Up to date contact details.
- Submitting your application on time and through the appropriate channels.

Application Requirements

Make sure you read and understand the requirements of the position you wish to apply for. All applications **must** include the following:

- Current Resume.
- Cover letter clearly addressing how you meet the 'Position Requirements', as stated above.
- Two work related referees.

Applications that do not include all of the above information may not be considered for the position.

Cover Letter

A detailed cover letter accompanies your resume to introduce yourself and highlight how your skills, knowledge, experience and qualifications meet the 'Position Requirements' of the advertised position. Cover letters are ideally no more than two pages long.

Tips for writing a detailed cover letter:

- Address to the Chief Executive Officer, Longreach Regional Council.
- Address each of the position requirements categories clearly (it is not required for you to address each dot point individually).
- Use relevant experience and examples.
- Be clear, factual and to the point.
- Check grammar and spelling before submitting.

You need to demonstrate that you understand the job requirements and demonstrate your experience and achievements, as they relate to the requirements of the position you are applying for. So include the skills and experiences you have that match the position description. You also need to show that you are enthusiastic and have a positive attitude towards the role and Council.

Resume

A resume is a summary of your skills, education and work experience. A good resume demonstrates how your skills and abilities match the requirements of the job. Resumes give you the opportunity to sell yourself to a potential employer. A resume is not an exhaustive list, it is usually no longer than two to five pages, depending on the level of position you are seeking.

A resume usually sets out information in reverse order. Your most recent work experience and study details should be first on the list. Key things to include in your resume are:

- Personal/Contact Details.
- Career Objective (optional)
- Education/Training/Qualifications.
- Employment History.
- Skills/Abilities.
- Interests/Volunteering (Optional)
- Referees (From Employment in the past 3-5 Years)



Preparing for an Interview

If you have been invited for an interview here are some tips to help you prepare:

- Visit the Council website to ensure you understand the role Council plays within the community.
- Before attending the interview, refresh your memory of the position description and position requirements. This will allow you to compare which skills and experience you have that are relevant to the position and allow you to answer questions with demonstrated experience.
- Practice answering questions about yourself and the skills and qualifications you hold whilst demonstrating your experience that may relate to the specific position requirements.
- Ensure you are dressed neat and tidy and your presentation is appropriate for an interview.
- Confirm your interview time, date and location and be punctual and ensure you arrive with time to spare before your interview.
- Consider questions you would like to ask the interview panel. There will be time allocated at the end of the interview where you can ask questions. Consider writing these down ahead of time.