



56 CHANTER STREET, BERRIGAN, NSW 2712
TELEPHONE: (03) 5888 5100 FACSIMILE: (03) 5885 2092
Email: mail@berriganshire.nsw.gov.au
www.berriganshire.nsw.gov.au

Thank you for your interest in applying for a position at Berrigan Shire Council.

Berrigan Shire Council offers jobs solely on the basis of merit. This means the applicant considered to be most capable of doing the job is selected. To decide this we will look at your qualifications, experience, skills and standard of work relevant to the advertised position. Choosing the best person for the job is part of our policy of equal employment opportunity.

An application form needs to be completed for each separate position for which you are applying. This application form assists Council in processing the large amount of applications received. A resume should be included with your application and include the following information:

- Employment History, stating the employers name, the period of employment (from start date to end date), position held and whether it was casual or permanent. You may even like to put in a description of duties.
- Educational History, including trades, certificates, degrees and diplomas. List the qualification, the institution where studies were undertaken and year it was completed. If you are currently studying, list the subjects that have been completed to date.
- Licences and Certificates such as WH&S certificates, first aid, truck and forklift licences. List the certificate/licence, the issuer (RTA, Workcover) and year it was completed.
- Two Referees that we can contact to discuss your personal or work history. List their name, position, company and daytime telephone number.

To maximise your chance of gaining an interview for this position, it is important that you address the essential and desirable criteria, as well as work skills and experiences in your application letter.

If you do not show how you meet the essential criteria your application is unlikely to be considered any further. The selection panel cannot overlook any of the essential criteria. If a large number of applicants meet all the essential criteria, the selection panel will compare all the applications and choose to interview the applicants that best meet the criteria.

The best way to address the criteria is to list each item as a heading and underneath describe your experiences. It is not enough to say, "I work well within a team environment". You need to describe situations you have been in. For example – completing a certain task with workmates, working with voluntary groups to achieve a goal for the community etc. You could also demonstrate experience with previous work history by outlining responsibilities of the job.

Applications can be posted, hand delivered or emailed, and must be received no later than the closing time indicated on the advertisement. Late applications will only be accepted and considered if prior arrangements have been made with the person(s) indicated on the advertisement.



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If you do not secure an interview, you will be advised in writing that your application was unsuccessful. Interviews are usually held within two to three weeks of a position closing. If you are successful in gaining an interview, you will be contacted by telephone.

If you have been granted an interview and need an interpreter, because you are hearing impaired or have any other special needs, you should tell the person who contacts you, so that we can make appropriate arrangements.

If you are the successful candidate you will be phoned once a decision is made with an offer of employment. If you are unsuccessful after the interview process, you will be advised in writing.

Applications should be addressed **“PRIVATE AND CONFIDENTIAL – followed by the reference number”** and be addressed to:

The General Manager,
Berrigan Shire Council,
56 Chanter Street,
Berrigan NSW 2712

Email: jobs@berriganshire.nsw.gov.au

Councillors from Berrigan Shire Council should not be canvassed, used as referees or references.

*Heart of the
Southern Riverina*