



Guidelines

These guidelines have been developed to assist you in preparing your application.

As your application is the first step towards securing an interview, it should fully detail how you meet the requirements of the position. Your application should include the following:

Covering Letter

The City requests all job applications be accompanied by a covering letter stating which position you are applying for and why you are applying for the position. Please ensure a daytime contact number and an email address is included on your letter.

While the City does not require specific selection criteria to be addressed, Human Resources will evaluate your application against the position description. Therefore, your covering letter should detail how you will be able to perform the duties of the role.

Curriculum Vitae or Resume

This is a summary of your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.

Please ensure you include your personal details including name, current address and telephone number.

You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.

It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.

Referees

Names and contact details of two professional referees that are able to comment on your recent work experience should be included in your application.

Qualifications, Certificates, References, etc.

Photocopies of your relevant qualifications or other relevant documents should be attached to your application.

If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.



Other

If your application is successful, you must provide a valid National Police Certificate (ie a Certificate issued less than three (3) months ago).

Some positions may require candidates to provide a Working with Children Check – this will be stated in the qualifications, skills, knowledge and experience section of the position description. The Working with Child Children Check must have a valid assessment notice.

National Police Certificates and Working with Children Checks will be at your expense.

Please note that a prior conviction is not an automatic barrier to employment with the City. The Chief Executive Officer will determine each case on its merits and give final approval of any appointment.

It is a requirement of employment that all employees undergo a pre-employment medical. The costs are covered by the City and instructions will be provided to successful applicants.

Canvassing of elected members will eliminate you from this process.

Interested in more than one Position?

If you wish to apply for more than one position with the City, please submit a separate application for each position.

All applications should be lodged online. The link can be accessed on the Employment page of our website:

<http://www.nedlands.wa.gov.au/employment>

If you do not have access to a computer, you can submit your application by post:

City of Nedlands
PO Box 9
Nedlands WA 6909

Alternatively you can hand deliver it to the City:

City of Nedlands
Administration Centre
71 Stirling Highway
Nedlands WA 6009



If you are submitting an application via the post or hand delivering it, please ensure you have completed and include an Application Form with your application. This form is located on the following page.

Closing date

Applications must be received by the required date and time stated in the advertisement. All applications will be acknowledged within five working days from the closing date either by letter or email.

In fairness to all applicants, late applications will not be accepted.

If you have any queries

Please contact a member of the Human Resources team by emailing hr@nedlands.wa.gov.au or calling (08) 9273 3500.



Application Form

Only to be completed if applying via post or in person, an electronic version is available through the on-line application process.

Please print

Position applied for		
Surname		
Given names		
Street address		
Suburb	State	Postcode
Mobile phone	Other (work/home)	
Email address		
Do you have a valid driver's license?	Yes ☐	No ☐
Are you an Australian Citizen or permanent resident?	Yes ☐	No ☐
If you are not an Australian citizen or permanent resident, do you have a valid work visa?	Yes ☐	No ☐
If 'Yes', provide details		
.....		
.....		
Equity and Diversity		
We are committed to attracting and retaining a diverse workforce so we can meet the needs of the community that we serve. Maintaining the confidentiality of your personal information is of utmost concern to us. This information will be held in confidence and will only be used for the purpose of developing equal employment opportunities to achieve a diverse workforce, policies and programs for our organisation. The provision of this information is optional and will not be used to assess your suitability for appointment.		
Are you of Aboriginal or Torres Strait Islander descent?	Yes ☐	No ☐
Are you from a culturally and linguistically diverse background (is your first language a language other than English)?	Yes ☐	No ☐
Do you have an ongoing disability?	Yes ☐	No ☐



If 'Yes', provide details

What is your gender? Female ☐ Male ☐

Medical and Workers Compensation

Do you have a pre-existing medical illness, injury or other condition that could interfere with your ability to perform the requirements of the role for which you are applying for? Yes ☐ No ☐

If 'Yes', provide details

Have you made a claim for workers' compensation for a medical illness, injury or other condition in the past which may interfere with your ability to perform the requirements of the role for which you are applying for? (Please note: non-disclosure may affect your ability to make a claim for a future illness or injury under some workers' compensation systems). Yes ☐ No ☐

If 'Yes', provide details

Do you have a National Police Certificate Yes ☐ No ☐

How did you hear about this vacancy?

The Post ☐ The West Australian ☐ Word of Mouth ☐
SEEK ☐ City of Nedlands website ☐ Other publications ☐ Other ☐

Applicant declaration

I certify that all statements in my application are to be true and correct, to the best of my knowledge, at the time it was submitted. I give permission to the City of Nedlands to verify my work rights should I not be an Australian citizen or permanent resident and acknowledge that the information I am providing will be relied on in assessing my application and that, if I am appointed to this position, any significant information that is found to be false or misleading may make me liable for disciplinary action including possible dismissal.

Applicants who subsequently become aware that information they have provided is false or misleading should immediately bring this to our attention.

Signed: **Date:**