



## APPLICATION INFORMATION

Thank you for your enquiry regarding a position advertised by Katherine Town Council. The objective of Council's recruitment program is to select the best person for the job by matching applications to all criteria requirements of the position advertised and organisational needs. The following information has been gathered to assist you during the application and interview process.

Our selection process is based on assessment of merit. That is how well your knowledge, skills and abilities meet each of the selection criteria.

Your application is your first contact with the Selection Committee and will determine whether or not you gain an interview.

### How to apply

Your application is a professional reflection of yourself. Spelling, grammatical errors, and poor formatting of the documents, instantly reflects poor planning and use of available technology.

Written applications usually contain three distinct parts:

**1. Covering letter** stating the name of the vacancy, where and when you saw the vacancy advertised, and why you want the job and a brief statement about what you could offer Council. Please ensure your name, address/es and all telephone numbers where Council can contact you during business hours are on this letter.

**2. Selection Criteria.** Using the selection criteria as headings, briefly (preferably no longer than a half page for each heading) describe how your particular skills, work experience, abilities and qualifications enable you to satisfy each of the selection criteria. As an applicant it is your responsibility to demonstrate how well you meet the selection criteria. If your application does not address the selection criteria it may result in a failure to be short listed for interview.

Remember too, that all claims will be clarified from at least two referees if you are considered.

**3. An updated resume.** A resume is a map of your personal and professional history. A quality resume states your qualifications, the name of all positions you have held and the organisation you have worked for, listed in chronological order with the latest positions held listed first. Ensure that you indicate dates of employment so the Selection Committee can determine over what period your experience has been gained. Gaps in your employment history will need to be clarified. You will need to include your major responsibilities and/or achievements under each organisation you worked for.

A good resume will also include any memberships, your role on community groups or committees or papers that you have had published, hobbies (these often display a range of skills not necessarily gained through paid work) and also indicate a balanced lifestyle.



There is no need to tell us your marital status or your parental status.

Do not submit copies of your qualifications. These should already be listed on your resume, feel free to bring these to the interview if you wish. You may also submit any other relevant information that you feel will support your application but sometimes it is better to bring additional supporting material to the interview.

Please provide the names and telephone numbers of at least two referees. These people should be able to comment on your skills and abilities to meet the selection criteria and have your prior approval to provide such comment.

All applications are placed on files and therefore folders and binders used for presentation purposes are not necessary.

### **Equal Employment Opportunity**

Katherine Town Council is an equal employment opportunity employer. It is Council policy to provide equal opportunity for all personal regardless of age, sex, race, marital status, physical and mental impairment, sexual preference, political conviction or religious belief. A commitment to EEO means that staff selection and promotion must be accurate, fair, accountable, systematic and based solely on merit.

Copies of the position description are available from the Council's website or by telephoning the contact officer stated in the advertisement. Further information can be obtained by contacting the Human Resources section on (08) 8972 5500 or by email [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)

### **Submitting your Application**

Applications should be addressed to:  
Community Services Executive Manager  
Katherine Town Council  
PO Box 1071  
KATHERINE NT 0851

Your application can be:

- .. Sent electronically to [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)
- .. Posted to the above address
- .. Faxed to (08) 8971 0305
- .. Handed in at Katherine Town Council, Civic Centre, Stuart Highway, Katherine.

Please note if sending your application by email, Word documents are preferred. Applications must be received by the closing date specified in the advertisement.

### **Selection Process**

In the week following the closing date, applications are screened and the Selection Committee shortlists those applicants who will be invited to an interview. Short listing for interview will be determined by how well you satisfy the selection criteria.

If you are selected for an interview, you will be contacted by phone. At the time of contact for the interview please advise of any special needs, such as building access or communication assistance.



If you are selected for interview, it will be necessary to bring original evidence of your qualifications with you. You may also want to bring along other documentation that will support claims you have made about your experience and skills such as copies of reports, examples of your past work.

The interview panel will usually consist of three people, with a structured set of questions to ask each applicant. These questions will be relevant to the position and based on the selection criteria.

In some cases, an assessment may be given as part of the selection process, eg: practical use of computer software.

Referees will be contacted. It is a good idea to prepare your referees by asking for their agreement to act in this capacity and giving them details of the position you have applied for with Council.

### **Notification**

The position is offered to the successful applicant as soon as possible after the interview. Contact with the Human Resources section may be made to check on the progress of recruitment.

All unsuccessful applicants will receive written notification and no further communication will be entered into.

Thank you for your interest in working with Katherine Town Council and good luck with your application.