



NOTES FOR APPLICANTS:

HOW TO APPLY FOR AN ADVERTISED POSITION

Thank you for your interest regarding an advertised position with the City of Greater Geraldton. These notes are applicable to all advertised positions with the City of Greater Geraldton. They are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the other applications that will be received for the position.

You will first need to refer to the Job Advertisement and the Job Description for the advertised position you wish to apply to. The Job Description outlines the duties and responsibilities, and includes the selection criteria which you must address. Please note, for any specific job related information or to gain a better understanding of the role, please direct your enquiries to the contact person as noted within the Job Advertisement.

SELECTION CRITERIA

This is the most important part of your application. Applications without Selection Criteria may not be reviewed by the panel.

Selection Criteria specify the essential and desirable knowledge, skills, experience, education and abilities required for the position and are found at the end of the Position Description. Consideration for interview is based upon a demonstration of your ability to meet each of the Criteria.

The following is a guide on how to address the Selection Criteria:

- Use each criterion as a separate heading.

- Write a paragraph under each heading stating your ability to meet the criteria. Provide evidence of past examples that support your statement.

- Try to ensure that you use work related examples to demonstrate your experience, knowledge and skills.

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