

CITY OF BELMONT APPLICATION GUIDELINES

Your application is the first step towards securing an interview and as such it is important to fully detail your suitability for the role you are applying for.

Providing false or deliberately misleading information may result in the application being rejected or dismissal if you are successful in gaining the position.

PREPARING YOUR APPLICATION

1. COVER LETTER

A covering letter is an opportunity to introduce yourself and to state why you are applying for the position, as well as giving details of how you may be contacted during normal business hours.

2. RESUME

A resume (or curriculum vitae) details:

- Relevant personal details
- Work history
- Copies of, or details of relevant education, qualifications and training attended
- Referee details

Relevant personal details:

Includes a current telephone number, full name and email address.

Work history:

Should commence at the most recent position held and include period and dates of employment and a brief summary of the duties and responsibilities of each position held.

Qualifications and training:

You may list the qualifications obtained or the relevant training undertaken, starting with the most recent. Include the qualification or training course title, date the qualification or training was received and the name of the institution or training provider. You will be required to show the originals should you be successful in obtaining the position.

Referees:

Include the contact names and numbers of at least two professional referees, people who have supervised you in a professional or academic capacity within the last five years. You are strongly encouraged to contact your referees and inform them that they may be contacted in relation to your application for employment with the City. Please note we will not contact referees without your consent.

3. ADDRESSING THE SELECTION CRITERIA AND POSITION REQUIREMENTS

You are strongly encouraged to address the selection criteria. This information will be used by the selection panel in determining your suitability for the position based on your ability to meet the criteria and your competitiveness in relation to other applications received for this position. Whilst we ask that you provide a comprehensive answer, we recommend a concise response, providing examples for each criteria using the STAR method:

- Situation – what was it?
- Task – what did you do?
- Action – how did you do it?
- Response/Result – what was the response/result as a consequence?

