

# HOW TO APPLY FOR A POSITION AT NARRABRI SHIRE COUNCIL

## STEP 1 | Go to the 'Current Vacancies' on Council's website

Current Vacancies can be found at this web address [http://www.narrabri.nsw.gov.au/index.cfm?page\\_id=1058](http://www.narrabri.nsw.gov.au/index.cfm?page_id=1058)

If you do not have access to a computer or internet facilities at home, computers are available for your use at your local library (see details on back page).

## STEP 2 | Review Current Vacancies

Click on the current position vacant that you are interested in. You will be directed to that positions page. Please read a copy of the position description. The position description will allow you to assess whether you have the qualifications, experience, and skills required for that position.

## STEP 3 | Ensure you have access to an email address

You will need to have a current, accessible email address to submit your application with Council. Your email address will be the main point of contact between Human Resources and the applicant during the recruitment process.

If you do not have an email address, you will need to create one before commencing your application.

## STEP 4 | Tips and hints before beginning your application

Questions marked with a red asterisk are mandatory questions. These questions must be answered or your application will not be allowed to proceed. Some questions are simply 'yes' or 'no', other questions require you to provide a written answer. The answer box for written questions will expand – there is no word limit! Although, it is advised your answers remain relevant to the question.

Answering written questions. When a question asks you to 'demonstrate' or 'outline' we are looking for well written answers that provide us with examples of how you meet the questions requirements.

How applicants respond to these questions will play a significant role in determining candidates for interview, so don't be afraid to show us your capabilities!

You can't save your application and complete later. If you are unable to complete your application in one sitting, applicants are advised to save the selection criteria and your answers into a document on your computer until you are satisfied with your responses.

## **STEP 5 | Complete your application**

Click on the position you wish to submit an application for. Ensure all required fields are completed.

Upload your resume and cover letter at the bottom by selecting 'browse'. Locate your resume on the computer and submit the file.

Repeat this process to upload your cover letter and/or any other items requested to be submitted (i.e. certificates and/or licences).

## **STEP 6 | Submit the application**

Once you have checked you have completed all fields of your application, click 'confirm' to submit. You will receive an email almost instantly confirming your application has been received.

## **STEP 7 | What happens next?**

Emails will be sent to your nominated email address throughout the recruitment process to let you know the status of your application. This includes emails notifying candidates who have been shortlisted for interview, coordination of interview appointment times, and emails notifying unsuccessful candidates. Please ensure you check your emails regularly to ensure you do not miss any communication from Council regarding your application.

## **STEP 8 | Need help?**

If you need assistance to submit your application, please contact Human Resources on 02 6799 6866.

## Need computer or internet access?

Narrabri Shire has 3 public libraries that have computer and internet access.

It is advised to phone ahead to make a booking to ensure a computer is available. Library locations, opening hours, and phone numbers are listed below:

<p><b>Narrabri</b> 8 Doyle Street Narrabri (02) 6792 3336</p> <p><b>Opening Hours</b> <u>Monday – Friday</u> 9.30am – 5:00pm <u>Saturday</u> 9:30am – 12:00pm</p>	<p><b>Wee Waa</b> 106 Rose Street Wee Waa (02) 6795 3064</p> <p><b>Opening Hours</b> <u>Monday – Friday</u> 10:00am – 5:00pm (closed 12:30pm – 1:30pm for lunch) <u>Saturday</u> 10:00am – 12:00pm</p>	<p><b>Boggabri</b> 82 Wee Waa Street Boggabri (02) 6743 4281</p> <p><b>Opening Hours</b> <u>Tuesday</u> 10:30am – 4:30pm (closed for lunch 12:30pm – 1:30pm) <u>Friday</u> 10:30am – 4:30pm (closed for lunch 12:30pm – 1:30pm) <u>Saturday</u> 9:30am – 12:00pm</p>
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