



Shire of Tammin

Application Guide

Thank you for your interest in applying for a position at the Shire of Tammin.

The following information is a guide to provide you, as an applicant, with the expectations that the Shire of Tammin have in terms on information, documents and content of your application.

Preparing your application:

Applications who demonstrate that they meet the appropriate criteria and requirements for the position and who prove to be competitive from their written application will be considered for an interview.

Applications are preferred to be typed but we understand that this may not be possible. Therefore, if the application is to be handwritten, please ensure that the writing is clear and easy to read.

In order to qualify as a valid application you must include all the following information:

1. Cover Letter

The cover letter is an introduction to your application and should identify specific details of the position that you are applying for, reasoning as to why you desire to be granted an interview together with relevant information regarding your availability for an interview.

2. Resume/Curriculum Vitae

- Personal detail including name, address, phone number and email address.
- A summary of your work history including approximate start and finish dates, position tasks and key achievements.
- Your education and training achievements, including memberships of any professional bodies you may be involved in.
- Detail any activities you have undertaken outside of work which may be relevant to the position you are applying for.

3. Statements addressing the Competency Requirements

Provide a brief statement relating to your experience, skills and knowledge to the particular criteria. Ensure that you provide specific examples in your statement to back up your claims.

4. Referees

Applicants should provide names and contact details of a minimum of two (2) referees to support their application. These referees should be able to comment on your work experience, skills, knowledge and demeanour in relation to the selection criteria.

5. Submitting your application

Applications can either be submitted by email or posted to the Shire Administration Office, ensuring it will be received before the advertised closing date.

Mark your application:

Private & Confidential – 'Title of the Position'
Chief Executive Officer
Shire of Tammin
PO Box 53
TAMMIN WA 6409

Should you require any further information or assistance with the application process, please contact:

Shire of Tammin – Administration Office
Phone: (08) 9637 0300
Email: shire@tammin.wa.gov.au