



## HOW TO APPLY

To apply for a position at Council you need to complete the online application form, attaching your resume.

There is no need to prepare a selection criteria, just answer the questions on the application page. Answer the questions clearly and directly referring to your previous knowledge and experience. You can attach documents at the end of your application.

## EMPLOYMENT SCREENING

We are required to undertake employment screening during the recruitment process, which includes:

- identity checks
- integrity checks (i.e. reference and visa checks)
- credential checks
- external agency checks (i.e. Criminal and Working with Children checks as required)
- pre-employment health assessments.

## REFERENCE CHECKS

Telephone reference checks are carried out on the preferred applicant(s) for the position after the interviews have taken place. Normally at least two referees will be contacted and asked questions relevant to the selection criteria and the position requirements and they will be asked to validate information provided in the written application and at the interview.

Ensure you have provided names and contact details of at least two referees who have supervised your work. Preferably one of the two should be your current supervisor.

Please advise the Selection Panel if you wish to be contacted prior to Council contacting your referees.

## CLOSING DATE

Completed applications must be received before 5pm on the advertised closing date.

## THE INTERVIEW

If you are short listed for interview you will be contacted by phone, usually within four weeks of the advertised closing date. You will be advised of the interview date, time and venue.

## GENERAL INQUIRIES

Email: [careers@dubbo.nsw.gov.au](mailto:careers@dubbo.nsw.gov.au)

Phone: (02) 6801 4000

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## I'M LOOKING FOR



### SENIORS WEEK WELLINGTON

Check out what events Dubbo Regional Council has planned for Seniors Week in Wellington from Monday ...

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