



# 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.

Once you have submitted your application, please monitor your email address (which you have used) as correspondence will be conducted via email.

## 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

Dubbo Regional Council uses an online external system called XREF to conduct referee checks. If you progress to the referee checking stage of the process, you will require a reference check from two workplace referees. At least one of them must be a previous Manager or Supervisor.

## CLOSING DATE

Completed applications must be received before the advertised closing date & time.

## GENERAL INQUIRIES

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

Phone: (02) 6801 4000

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