



Final Check List for Applicants

Provided by: Glenorchy City Council Human Resources Department.

Before sending in your application, use this checklist to make sure you have not missed out on any important details. In particular, check that you have:

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1. Read the Advice to Applicants Information.
 2. Read the Position Description that contains the Selection Criteria.
 3. Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documentation. Your Summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience that are directly related to each of the Selection Criteria.

We need to receive your **application** to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

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1. A brief letter of introduction stating the reasons why you are seeking the position with the Council.
 2. A summary addressing each of the Selection Criteria identified in the Position Description.
 3. A current copy of your resume that includes photocopies of supporting documentation e.g. relevant academic results, certificates, awards which are relevant to the position. *Please ensure that you have not included any original documents, as these will not be returned to you.*

Submit your application to the following postal address:

The General Manager
Position No. _ _ _ _ _
Glenorchy City Council
P.O. Box 103
Glenorchy, TAS, 7010

You may also deliver your application personally to Council, or alternatively you may fax (Fax No. 62 166 400) or e-mail (gccmail@gcc.tas.gov.au) your application to Council if the deadline for submission of applications is near, the original can then be forwarded in the mail as soon as possible.