



TORRES STRAIT ISLAND REGIONAL COUNCIL

Thank you for your interest regarding employment with us.

This information sheet will assist you with preparing your application.

Before you apply:

- Review the Position Description to gain an understanding of the role; and
- Review the requirements to determine if you possess the qualifications, skills and experience.

How to Apply

To apply for employment with Council you are required to submit the following:

A Résumé containing:

- Personal details including name, email and postal address, telephone number;
- Employment history including dates and responsibilities/achievements;
- Education, training and professional memberships relevant to the position;
- Activities undertaken outside of work relevant to your application; and
- Details of at least two referees* preferably direct supervisors or managers.

*Some positions may be acknowledged as *Identified Positions* and applicants will be asked to provide a reference from an Indigenous Australian to confirm they have relevant experience and meet the *Identified Criteria*.

Covering Letter and Address to the Selection Criteria

A covering letter gives you the opportunity to introduce yourself to the selection panel. To be considered for an interview, applicants may be required to address the selection criteria, writing at least one (1) to two (2) paragraphs explaining how you have demonstrated the particular skill or quality. Provide relevant examples from your work, study or community roles.

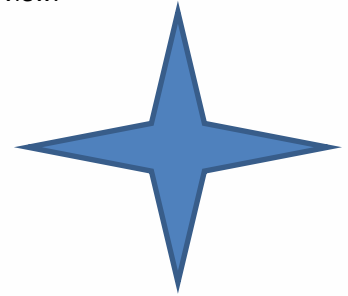
Some positions will not be required to address the selection criteria. Please refer to the Position Description.

If you are required to address the Selection Criteria the best way to set this out is to list each criterion separately and explain how you meet it.

Provide an example to demonstrate how you applied the Selection Criteria and describe the process using the STAR method. The response you provide will inform our decision in inviting you for an interview.

The STAR Method

Situation
Task
Action
Result



Situation - Describe the circumstance where you used the skills or qualities and gained the experience.

Task - What was the task, problem or issue? What was the nature and complexity of the task?

Action - What action did you take? Describe the actions you took that led to success in the situation.

Result - What was the result or achievement reached from the situation described?

Providing false or deliberately misleading information may result in your application being disregarded, or be grounds for dismissal should you be successful.

Closing date and late applications

Vacancies are advertised for a specified period.

Please note: Late applications cannot be considered unless Human Resources have given prior consent.

What happens next?

Applications received by the nominated closing date will be assessed by the panel. If your application proceeds to shortlist you will be contacted for an interview. If you are not shortlisted, you will receive correspondence confirming your application has not been successful.

For more information visit www.tsirc.qld.gov.au, contact Human Resources on (07) 4034 5731, or email Recruitment@tsirc.qld.gov.au