

Application Guide

Latrobe City Council prides itself on a merit based application process whereby applicants are shortlisted according to their suitability for the position. To ensure a fair and equitable process, our application process requires you to upload your resume and a cover letter at a minimum.

For some positions you may be required to upload additional documents such as education certificates or a scanned copy of your working with children check.

Cover letter

The cover letter is your opportunity to introduce yourself and provide an overview of your suitability for the role. Use your cover letter to highlight your key skills, experience and qualifications relevant to the position you are applying for.

Resume

Your Resume should include your employment history & experience, education, training & qualifications, key skills, knowledge & attributes.

Key selection criteria

The key selection criteria questions form part of the online application form and are a crucial part of the application process as they help us to better understand how you meet the requirements of the position. It is unlikely that your application will progress to interview stage if you do not address the criteria fully.

The requirements vary for each position and relate directly to the position description, so please ensure you review the position description before beginning. It is a good idea to have the position description handy to refer to when you prepare your answers.

Under each selection criteria listed, you should explain and provide examples of how you meet those criteria in relation to the requirements in the position description.

Please note: uploading a separate document addressing the Key Selection Criteria is not required.

Application tips

- Review the position description and understand the requirements of the role
- Decide if you have the skills and qualifications do the job
- Provide examples in your Key Selection Criteria responses demonstrating how you meet each criteria
- Check your application documents (cover letter and resume) for spelling, grammar and punctuation
- Ensure you attach the correct documents to your application

Thank you for your application and good luck!

Should you require more assistance with your application, email us at careers@latrobe.vic.gov.au