# Applying for a job with Council
## fact sheet

## Step 1: visit the Clarence Valley Council Website

Visit Clarence Valley Council's website www.clarence.nsw.gov.au and click on the Careers at Council link in the Quick Links on the right hand side of the page. If you don't have access to a computer at home or through friends, computers are available at your local library & Treelands Drive Community Centre, Yamba.

## Step 2: review positions vacant

Select the vacancy that you are interested in and carefully read the position description to assess if you have the qualifications, experience, skills and personal attributes required in the role.

## Step 3: ensure you have a current email address

You will need a current email address in order to submit your application and receive updates on your applications status. If you don't have one, instructions on how to create an email address are at the end of this factsheet.

## Step 4: understand the process

**Can I save my application and come back to it later?**
No. your application needs to be completed in one sitting. You cannot save it and come back to it later (refer to Step 5).

**How do I answer the questions?**
Some questions just require you to click on the circle next to 'yes' or 'no'. Other questions require you to type your answer into the box. The answer box will expand as you type. You can use as many words as you like – there is no limit - but please be concise.

**Do I need to answer all the questions?**
The questions marked with a small red asterisk or star, are questions that you must answer. They are known as 'required fields'. If you do not answer these questions you will not be able to progress through the application process. If you do not answer a required field, red writing will show you which answers need to be reviewed and which boxes cannot be blank.

## Step 5: prepare your application

Your application needs to be completed in one sitting, as you cannot save it and come back to it later.

To ensure that you have the time to prepare and review a quality application we suggest you copy and paste the selection criteria into a Word document (refer to the position description or web page). This will enable you to work on it until you are happy with your responses.

Check if any supporting documents have been requested as attachments (e.g. your resume, cover letter or qualifications). If so, make sure you have these readily available in electronic format before you start your application.

Once you are satisfied with your responses, you can visit the vacancy page to complete your application in one sitting by copying in the text from the Word document.

## Step 6: complete your application

Click on the job you wish to apply for. If you have prepared your responses in a separate document, cut and paste these responses into each question field.

Complete all the fields at the bottom of the job. Your unique email address is required. Upload your resume along with any other documents requested, such as qualifications, licenses, Working With

Children Check and so on. Documents requested will vary depending on the position.

To upload your resume, click 'browse' and find the location of your resume on your computer in the 'choose file to upload' box on the left-hand side of your screen. You may have it saved on your desktop, for example.

One you have found your resume, you need to double-click on it to attach it to your application. Then click 'Next' – the blue button at the bottom right of the web page.

## Step 7: submit the application

Once you are happy that your application is complete, click on 'Confirm' to submit your application. If the application is successfully submitted you will receive an immediate acknowledgement email.

## Step 8: keep informed on the recruitment process

Advice on where the recruitment process is up to, such as whether you have been successful in being shortlisted for interview and coordination of interview times, will be sent via email, so please ensure you check your emails regularly so as not to miss any vital communications.

## Step 9: require assistance?

If you need assistance to submit your application on-line, please contact the Human Resources administration team on (02) 6643 0850 during office hours: 8:30am- 4:30pm.

**What if I don't have computer or internet access at home?**

Internet access is available at the following locations:

**Grafton Library**
126-144 Pound Street GRAFTON
(02) 6641 0100
Opening hours: Monday to Friday: 10:00am – 5:30pm. Saturday: 10:00am – 12:00 noon

**Iluka Library**
Cnr Duke & Micalo Street ILUKA
(02) 6646 6542
Opening hours: Monday, Wednesday & Friday: 10:00am – 1:00pm & 2:00pm – 5:00pm

**Maclean Library**
Stanley Street MACLEAN
(02) 6645 3611
Opening hours: Monday, Tuesday, Thursday & Friday: 10:00am – 12:30pm & 1:30pm – 5:00pm
Wednesday: CLOSED
Saturday: 10:00am – 12:00 noon

**Yamba Library**
Wooli Street YAMBA
(02) 6646 2811
Opening hours:
Monday, Tuesday & Friday: 9:30am – 12:00 noon & 1:30pm – 5:00pm
Thursday: CLOSED
Saturday: 9:00am – 12:00 noon

**Treelands Drive Community Centre**
24 Treelands Drive YAMBA
(02) 6646 1478
Opening hours: Monday to Friday: 8.30am -5.00pm

**What if I don't have an email address?**

This is a requirement, so you will need to set one up. Google's email "Gmail" is easy to set up and use, but you can choose any email provider.

**Step 1:** Set up your new email address with Google, by typing this website address into your internet browser: www.gmail.com

**Step 2:** Click 'Create an account'
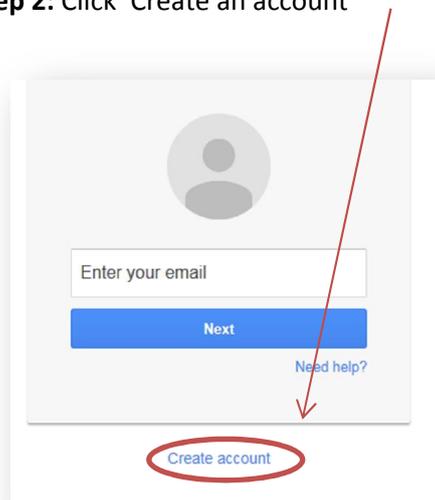


**Step 3:** Enter your details including your chosen name  the new email address. Click 'Next steps' until completion.