

APPLYING FOR A TRAINEESHIP WITH ALBURYCITY

Your application needs to contain the following:

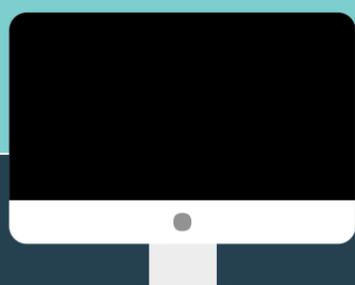
COVERING LETTER

Your covering letter should tell us why you want the job, what's your career goal? This is your chance to tell us why you're the best applicant for the position.



RESUME

Your resume should outline your work experience and education, including any subjects you may have studied. It is important to include any extra curricular activities and interests such as volunteering, sports you play etc.



POSITION DESCRIPTION

Be sure to have a good look at the Position Description for what you can expect out of the role. This may help you with addressing the key selection criteria. If you have any questions after reading this document contact the Supervisor listed or Human Resources.



KEY SELECTION CRITERIA

A critical part of your online application will be your responses outlining how you meet the identified selection criteria. We want to know examples of how you've demonstrated this skill or how you would if you don't have experience. We suggest somewhere between 50 - 200 words is ideal for addressing the online questions.



ONLINE APPLICATION

Ensure you answer all questions in the online application and attach your resume and covering letter.

Part of the online application requires you to nominate two referees who can be contacted to verify what you have told us. The referees need to be current. They can be your teacher, boss or sports coach etc. Remember to provide their current contact details and ask them if they are happy to be a referee for you.



SUBMIT

Once you have completed all of the above, submit your application. You will receive an email notifying you that your application has been successfully submitted. In any case if you are unsure you can contact Human Resources on 02 6023 8700 to check.

For further information contact AlburyCity Human Resources
02 6023 8700