

Thank you for your interest in the advertised position. These guidelines are presented to assist you in preparing your written application and for the selection process if you are shortlisted.

ELIGIBILITY

Check the requirements (skills, qualifications, experience) for the position as described in the advertisement and position description to assess your suitability for the role.

As an Equal Employment Opportunity employer, the Shire of Capel encourages applications from individuals of diverse backgrounds to apply, to join us in servicing our community.

CLOSING DATE

Check the closing date for the application. Late applications will not be considered except in the circumstances whereby a successful applicant has not been identified for the position from the original process.

PREPARING YOUR APPLICATION

In order to be considered for the position you must be able to demonstrate your suitability for the position. Applications will be assessed against the requirements (skills, qualifications, experience) outlined in the position description.

It is not a requirement to individually address the selection criteria, the decision to shortlist applicants will be based on the information provided in the application against the requirements described in the position description.

If at all possible, your application should be typed. If this is not possible, ensure that your writing is clear and easy to read.

Your application should include:

1 Covering Letter

- Reference the position you are applying for, and your desire and suitability, together with any relevant information on your availability for an interview.
- You may wish to summarise your application and emphasise your strongest points and achievements.

2 Resume comprising:

- Personal Details – Name, address and telephone number
- A summary of your work history starting with the most recent. Information should include employment dates and details of the duties, performance and your achievements in each job
- A brief description of experience and dates of any employment acting in this role or similar

- Any activities you have undertaken outside of work which are relevant to the application.
- Your qualifications, education and training achievements (be sure to include any education you are currently undertaking)
- Copies of relevant formal qualifications (**photocopies**)

3 Referees

- Two referees plus their contact phone numbers must be nominated in your application – they must be able to comment on your work performance. Referees should be contacted for approval before listing them in your application.

SUBMITTING YOUR APPLICATION

Please do not submit in plastic or cardboard folders, and keep a copy of your application for your own reference. Written applications should be marked **CONFIDENTIAL** and addressed to:

**Human Resources
Shire of Capel
PO Box 369
Capel WA 6271**

Applications may also be faxed to (08) 9727-0223 or emailed to Ident@capel.wa.gov.au.

INTERVIEWS

If you are shortlisted, you will be invited to attend an interview which may be with 2 or 3 interviewers (i.e. HR, supervisor, manager). The interview questions are designed to assess your suitability to the position you are applying for, and will consistently be asked of every applicant. Some of the questions will be asking you to describe specific examples of your past work experiences. The interviewers will take note of your responses to the questions to assist with the selection process.

The interview is also your opportunity to ask questions to assess the position's suitability for you! Feel free to prepare a few questions you may wish to ask the interviewers.

You will be advised at the interview of the selection process which, depending on the position, may include a further interview, working styles assessment, police clearance, pre-employment medical, and/or reference checking.

At the completion of the process, all applicants will be notified of the outcome of their application.

RECORDS

Your application and any information gathered on your application throughout the recruitment process will be kept confidentially for a period no longer than 12 months and disposed of securely. Therefore if a similar position arises in that period that you may be suitable for, we may be in contact with you. Should you not wish for your personal information to be kept on file, please notify us in writing.

Should you have any questions regarding the position, your application, or the selection process please contact Lisa Dent in Human Resources on (08) 9727-0233 or Ident@capel.wa.gov.au .
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For general information about the Shire of Capel see our website www.capel.wa.gov.au

Our Local Community Services

Health

- Hospitals are located in Bunbury and Busselton 30kms and 25kms respectively from Capel
- Infant Health Clinics are located in Capel, Boyanup and Gelorup
- Doctors visit Capel from Busselton and Bunbury
- Pathologist visits Capel
- Capel Pharmacy
- St John Ambulance Service
- Physiotherapist in Capel (Tuesday and Friday).

Education

- Primary School at Capel, Boyanup and Dalyellup
- Private Schools at Gelorup & Dalyellup
- Bus transport is available from Capel to Schools in Busselton and Bunbury, both State & Private
- Playgroup – Capel, Boyanup, Gelorup and Dalyellup
- Child Care Services.

Recreation and Sport

- Junior Football – Boyanup and Dalyellup
- Basketball – Capel and Boyanup
- Tennis – Boyanup
- Lawn Bowls – Capel and Boyanup
- Cricket – Capel
- Soccer – Capel and Dalyellup
- Golf Course – Stratham
- Skateparks – Capel, Gelorup and Boyanup
- Hockey – Capel and Boyanup
- Badminton – Capel.

Church Groups

- Anglican Church
- Catholic Church
- Seventh Day Adventist Church
- Uniting Church.

Service Clubs

- Capel Apex Club
- Capel and Boyanup Lions Club
- Capel and Boyanup CWA
- Capel RSL.

Commercial Facilities

- Small Supermarkets Capel and Boyanup
- Post Offices
- Bank (Capel) and Bank Agencies
- Newsagency (Lotto, Stationery, Papers etc)
- Real Estate Agents
- Hairdressers
- Hardware
- Hotel and Liquor Outlets
- Fuel Outlets
- Bakery
- Butcher
- Delicatessens
- Coffee Shops
- Video Outlets
- Florist & Giftware
- Computer Service.
- Industrial area and associated businesses

Experience the
**SHIRE OF
 CAPEL**



Stay

Peppermint Grove Beach, which is located midway between Bunbury and Busselton on beautiful Geographe Bay, has a holiday park and chalets for rent.

Boyanup, on the South Western Highway between Bunbury and Donnybrook provides the perfect country getaway and is only 2 hours south of Perth.



Experience



Rogan Josh, winner of the 1999 Melbourne Cup, resides in a palatial paddock next to the Capel Tavern. Come and pat a \$2.6million dollar horse!

The Ludlow Tuart Forest National Park is home to many native animals including the Ringtail Possum. In September each year wildflowers including orchids adorn the forest floor.

Capel is a thriving country town, with a wide variety of shops and services. Capel Fest is held the first weekend in April and attracts 10,000 visitors to the town centre to enjoy free entertainment and market stalls.

On the fourth Sunday of every month you can sample and buy a wide range of fresh produce from the Boyanup Farmers Markets.

Capel and surrounding districts are part of the Geographe Wine Region. Why not visit a local winery and sample the vintage or have lunch.

Taste



Experience the SHIRE OF CAPEL

For further information visit your nearest visitor information centre or visit our website at www.capel.wa.gov.au