Checklist for applying for a CCC
Undergraduate Program position

Introduction

Applying for an Undergraduate position in a Local Government organisation can be quite different to applying for other roles. To assist you with your application to join Central Coast Council's Undergraduate Program, we have created this checklist.

Council receives a large number of applications for our early career program positions, so it's important that you give yourself the best chance in the application process by starting early. It's important to clarify that Undergraduate Program roles are paid employment opportunities (temporary contracts) – not university/work placement. This means that your job application will be assessed in a *meritorious recruitment process*. *Please triple check that you meet the eligibility for the Undergraduate Program*.

Before you write your application

- ☐ Read the job advertisement and Position Description so you know what is required in the role. Ask yourself – are these tasks aligned to my degree and is this a job I'd like to do for a year whilst I study?
- ☐ Understand what the Essential Criteria questions are asking and think of *specific examples* of times that you have demonstrated those skills.

- ☐ Look at our website and our values to understand who we are and <u>if you are the right fit for our organisation.</u>
- ☐ Consider if you are a person who wants to make a difference to our local community?
- ☐ Start collecting all of the documents you need to submit with your application. This includes proof of enrolment, academic transcripts, proof of identity etc..
- ☐ Obtain the permission and contact details of a person/s who is either a teacher, Coach, work supervisor or Manager to provide a reference for you.

Your Resume/CV

- ☐ Update your Resume/CV so that it is current and professional.
- ☐ Include details about sporting, social and volunteer clubs or societies that you belong to and participate in.
- ☐ Check it for spelling errors and correct grammar.
- ☐ Make sure that your contact details are accurate.

Essential Criteria

- ☐ If you don't understand what the Essential criteria questions are asking, then speak to your career department at your university for assistance

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- ☐ **You must provide an example** of how you have demonstrated a particular skill or behaviour, even if it is from sport, university, or volunteering situations.
- ☐ Provide a good level of detail in the example. One or two liners are not enough to get an interview with us. We use the **STAR** method (which is...tell us about a **Situation** you were in to set the scene, the **Task** that you had to address, the **Action** you took to address the situation and finally the **Result.**
- ☐ Check your spelling and grammar!

Submitting your application

- ☐ Double check the due date. Late applications will only be considered under exceptional circumstances.
- ☐ If you have issues submitting online then call and ask for help, and then follow up with an email.
- ☐ You must attach all of your required documents.
- ☐ Submit on time!

What to do next?

- ☐ Check your emails and text/voicemail regularly.
- ☐ If you don't get an interview, please try again next time!
- ☐ If you are called for an interview then think about your phone manner, ask questions, and call if you need to know more. Recruitment starts at the initial contact, not at the interview!
- ☐ Speak to your careers section at your University for assistance.