



GUIDE FOR APPLICANTS



TIPS FOR COMPILING & SUBMITTING YOUR APPLICATION

Thank you for inquiring about a vacant position advertised by Hunter Water Corporation. The Corporation is an equal opportunity employer and applies merit based selection techniques.

Please read this information carefully as it will help you to understand the Corporation's selection process and to prepare your application. Selection is based on the assessment of each applicant in relation to the selection criteria provided for the advertised vacancy.

POSITION DESCRIPTION

Before a position is advertised, the requirements of the role are analysed and a position description is prepared. The key competencies for the position form the selection criteria which consist of the experience, qualifications, knowledge, skills, abilities and training required to successfully undertake the job.

WRITTEN APPLICATION

It is vital that you provide sufficient written detail to enable the panel to assess your initial suitability against the criteria and relative to other applicants. Write your application so that the panel can understand how you meet the criteria. You can also include transferable knowledge, skills or abilities in areas relevant to the selection criteria, which you have developed outside the workplace. Try to provide evidence of your work achievements with examples.

We recommend you write a maximum of one paragraph for each of the selection criteria.

SELECTION PROCESS

The selection process is used to assess how well your experience, qualifications, skills and abilities meet each of the selection criteria. The interview panel shortlist the applicants for interview. The first stage of the selection process is based on your written submission.

SUBMITTING YOUR APPLICATION

All applications must be received by the closing date stated in the advertisement.

What to include:

- A covering letter
- A separate document addressing the selection criteria
- A brief and current resume
- Copies of qualifications (not originals)

The Corporation accepts applications via:

- Online Application: go to the Hunter Water website (www.hunterwater.com.au) and click on the Jobs Button.

You will be able to either create a profile as a general expression of interest or for a specific role. Your application will be stored by Hunter Water and we may contact you in regards to other suitable positions.

You will receive automated email responses, so please ensure that you list an email address that will not compromise your privacy.

- Mail: if you do not have access to the internet please forward your application to: To the Attraction & Retention Team, Human Resources, Hunter Water Corporation, PO Box 5171 HRMC NSW 2310.

Should you have any questions please call the Attraction and Retention Team on (02) 4979 9870 or (02) 4979 9498.