

How to Apply

Prior to completing your online application:

1. Update your resume and save it as a Word document (.doc or .docx) or PDF. The document must be less than 2048 KB in size. The document name should **only include** alpha numeric and "." characters.
2. Complete your selection criteria response for the position and save as a Word document (.doc or .docx) or PDF. The document must be less than 2048 KB in size. The document name should **only include** alpha numeric and "." characters.

A Statement Addressing Selection Criteria has been prepared in Word format to assist you in completing your application and is located at the end of each listed vacancy.

3. Complete the on-line application form and attach your Resume and Statement Addressing Selection Criteria. Press Submit.
4. A Thank You message will confirm if your application has been successfully submitted.

Troubleshooting

If your application is not accepted when you submit it, carefully read the response provided in red which will identify the reason behind the failure. Make the necessary change/s and submit again.

The most common reasons include:

- Document names of attachments comprise non-alphanumeric characters such as -\$_*
- Document size of attachments in excess of limit
- Documents attached are not in .doc, .docx or PDF format
- Mandatory fields (those marked with an *) are blank or not completed correctly

After reviewing all of these and making the necessary changes, if you are still unable to submit your application contact Council's Human Resources Section on 02 6926 9205 or email us on recruitment@wagga.nsw.gov.au.