

# Checklist for Applying for a CCC Traineeship or Apprenticeship



**Applying for Government jobs can be tricky so this checklist will assist you when applying for a traineeship or apprenticeship with Central Coast Council.**

Council receives a large number of applications for our advertised roles, so it's important that you give yourself the best chance in the application process. To be fair to everyone who applies, late applications will only be accepted in exceptional circumstances so start your application as soon as you see the advertisement. Good luck!

## Before you write your application

- Read the job advertisement and the Position Description so you know what the job is about and what you will be asked to do on a daily basis.
- Understand what the Essential Criteria questions are asking and think of "real life" examples to write for each one. The more relevant information you can provide the better.
- Look at our website and our values to understand who we are and if you are the right fit for our organisation
- Start collecting all of the documents you need to submit with your application (Resume/CV, 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
  - Include details about sporting clubs and volunteer work you have undertaken
  - Check it for spelling errors and correct grammar
  - Make sure your contact details are correct, especially your email address
- Showcase your relevant experience and strengths

## Essential Criteria

- If you don't understand what the essential criteria questions are asking then check with your career advisor, guardian or call the person listed on the advertisement.
- Use a "real life" example to demonstrate, even if it is from sport, your homelife, or volunteering
- Provide a good level of detail in the example – one liners aren't enough
- Check your spelling and grammar!

## Submitting your application

- Double check the due date
- If you have issues submitting online then call and ask for help. Contact details are provided in the online application.
- Attach all of your required documents
- Submit on time!

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## What to do next?

- Check your emails and text/voice mail messages 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.
- Speak to your career advisor for help.

**Please note:** Due to confidentiality requirements information on the progress of candidate applications can only be made available to the candidate and not to 3<sup>rd</sup> parties.