



Apprentice Mechanic

APPLICATION PROCESS

RESUME

Please provide a resume stating:

- Personal details
- Education and qualifications
- Previous and current employment, work experience or voluntary work
- Referees

SELECTION CRITERIA

Please separately provide written details of your ability and experience against the following selection criteria. All Essential criteria should be addressed, and you should attempt to address any Desirable criteria that you can.

Start by brainstorming for ideas and writing down all your relevant knowledge, skills, abilities, training and experience for each criterion. These could be from your personal life, school, previous work or even volunteer experience. Think of specific examples where you have used your skills, abilities, etc., and note these down. Consider them in terms of:

Activity

- what happened
- what the situation was

Behaviour

- what you/others did

Consequence

- what the outcome was

Continue with a drafting and editing process to create a short paragraph response.

Essential

- Be willing to undertake a Tafe certification and other training
- Ability to work in a team environment
- A basic understanding of mechanical & automotive technologies and hand tools
- Developing knowledge of occupational safety and health practices in a workshop environment
- Communication & writing skills – can produce a written document with correct spelling, basic problem solving and decision-making skills.
- Self-motivated to ensure quality workmanship is produced

Desirable

- Developing skills in the operation of equipment including minor and potentially, major plant.
- Developing skills in the use of various tools, aerosols, lubricants, etc.
- Completion of other relevant short course training (e.g., first aid) will be an advantage.
- Hold a current “C” class Motor driver’s license.

COVERING LETTER

Please provide a letter (1 x A4), addressed to Mr Stuart Hobley, Chief Executive Officer, Shire of Cunderdin, at the address below, stating why you think you are a good candidate for the position and what attributes you will bring to the Shire of Cunderdin.

SUBMITTING YOUR APPLICATION

Your application should be clearly marked **“Shire of Cunderdin – Apprentice”** and be posted or hand delivered to the Shire of Cunderdin or emailed to stuart.hobley@cunderdin.wa.gov.au by the closing date.

Applications close 4.00pm, Tuesday 30th September 2025.

Stuart Hobley
Chief Executive Officer PO Box 100
Cunderdin 6407
Telephone: 96352700
Email: stuart.hobley@cunderdin.wa.gov.au
Web: www.cunderdin.wa.gov.au