



# TRAINEE GARDENER

## 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.
- Be willing to undertake any additional training as required consistent with the level of this position.
- Developing knowledge of occupational safety and health practices in a town maintenance environment.
- Developing knowledge of local area.
- Writing skills – can produce a written document with correct spelling, punctuation, and grammar
- Developing interpersonal skills
- Basic problem solving, conflict resolution and decision-making skills.
- Willingness to perform physical work year around in an outdoor team environment.
- Completion of Year 10 secondary schooling

Desirable

- Developing skills in the operation of equipment including mowers and other minor plant.
- Developing skills in the use of horticulture techniques such as pruning, planting, 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 Mrs Hayley Byrnes, Deputy 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 – Trainee**” and be posted or hand delivered to the Shire of Cunderdin or emailed to [hayley.byrnes@cunderdin.wa.gov.au](mailto:hayley.byrnes@cunderdin.wa.gov.au) by the closing date.

**Applications close 4.00pm, Thursday 14<sup>th</sup> November 2024.**

Hayley Byrnes  
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