



Application Instructions

Information for applicants

The City of Fremantle's recruitment and selection processes are open, competitive and free from bias and discrimination.

This document will help you prepare and submit your application and includes information about the recruitment and selection process. The information in this document can be requested in alternative formats by or on behalf of someone with disability by emailing job@fremantle.wa.gov.au or calling 08 9432 9932.

The City of Fremantle promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. The City encourages people of all ages, genders, and abilities, Aboriginal Australians and people from culturally diverse backgrounds to apply.

If you have any access needs that may require reasonable adjustments to allow you to fully participate in the application and interview process, please get in touch with the contact stated on the advertisement. If you are an Aboriginal person or a person with disability who would like assistance with your application, please contact the Jobs and Skills Centre on 136 464.

Preparing your application

Before starting your application, ensure that you can meet the following requirements:

- Be able to provide 100 points of identification, click [here](#) for a guide.
- Be able to provide evidence that you have Australian work rights which allow you to work in the position you are applying for.
- Be able to provide evidence that you have required qualifications, licences and tickets if stated on the position description.
- Be able to get the required clearances (e.g. police clearance, Working With Children Check) if stated on the position description.
- Undergo a pre-employment medical assessment if this is a requirement for the position.

These requirements are in place to ensure that applicants are fit to perform the duties of the position and upholds a high standard of integrity.

How to apply

Applications should be submitted online unless reasonable adjustments have been agreed. Please see below how to complete each section:

Online application	
Details	Enter your Personal Details. Starred fields must be completed to continue the application, remaining fields are optional.
Screening	Select Yes or No from the dropdown list for all questions. The second question also includes the option NA .
Previous Jobs	List any relevant positions. Duties can be left blank.
Qualifications	Add qualifications listed as required on the position description using the Lookup or Add functions.
Licences	Add licences listed as required on the position description using the Lookup or Add functions.
Referees	Add at least two referees who can comment directly on your work performance, ideally your current or previous supervisor.
Application Attachments	Attach the required documents in .pdf format.
Confirm your identity	When you have submitted an online application you must confirm your identity via the link within 72 hours or your application will not be complete and cannot be considered .

If you have questions about how to submit your application contact the People and Culture team on job@fremantle.wa.gov.au or calling 08 9432 9932. After submitting your application it will be considered against the criteria for the role. Shortlisted applicants will be contacted regarding the next step in the recruitment process and all applicants will be advised of the outcome of their application in writing.

After submitting your application you will receive a link to your CiAnywhere account. The account allows you to:

- Log in and track your existing applications
- Manage your applicant profile and apply for new positions quicker and easier than before