What if I don't have computer or internet access at home?

Internet access is available at public libraries across the Shire or in internet cafes.
Visit the libraries website here:
http://www.rtrl.nsw.gov.au/cp_themes/default/home.asp.
Don't forget to have an electronic copy of your resume available to submit with your online application. Library locations include:

Murwillumbah Civic Centre 10 Tumbulgum Road Murwillumbah (02) 6670 2427 **Opening Hours** Monday, Tuesday, Wednesday & Friday 9.30am - 6.00pm Thursday 9:30am -7.30pm Saturday 9.00am 3.30pm	**Tweed Heads** Civic Centre Brett Street Tweed Heads (07) 5569 3150 **Opening hours** Monday to Thursday 9.30am - 5.00pm Friday 9.30am 7.00pm Saturday 9.00am 1 2 noon	**Kingscliff** Lot 1 Turnock Street Kingscliff (02) 6674 1607 **Opening Hours** Monday, Tuesday, Thursday & Friday 9.30am-5.00pm Wednesday 9.30am-7.00pm Saturday 9.00am 12 noon
Bookings are advisable to reserve a computer		

There are also branches of the Richmond Tweed Regional Library in Alstonville, Ballina, Brunswick Heads, Lennox Head, Byron Bay, Mullumbimby, Lismore and Goonellabah.

What if I don't have an email address?

This is a requirment, so you will need to set one up. Google's email "Gmail" is easy to set up and use, but you can choose any email provider.
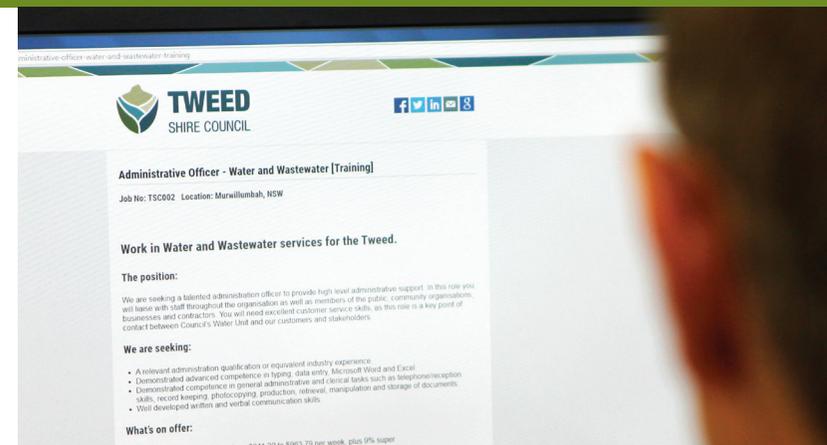
STEP 1: Set up your new email address with Google, by typing this website address into your internet browser: www.gmail.com

STEP 2: Click 'Create an account':

STEP 3: Enter your details including your chosen name for the new email address. Click 'Next steps' to follow the process to completion.
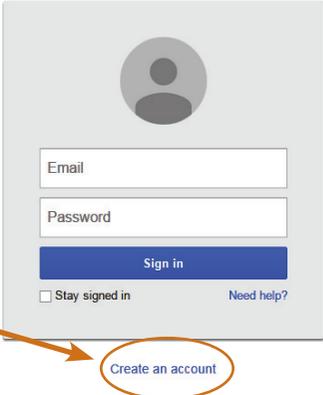
How to apply for a job with Council

STEP 1: Visit the Tweed Shire Council website

Visit our Careers website by typing this into your internet browser:
www.tweed.nsw.gov.au/jobs
If you don't have access to a computer at home or through friends, computers are available at your local library (see contact details on back page) or internet cafe.

STEP 2: Review Positions Vacant

Select the vacancy that you are interested in and carefully read the position description to assess if you have the qualifications, experience, skills and personal attributes required in the role.

STEP 3: Ensure You Have A Current Email Address

You will need a current email address in order to submit your application and receive updates on your application status.. If you don't have one, instructions on how to create an email account are located on back page.

STEP 4: Understand the Process

Can I save my application and come back to it later?
No. Your application needs to be completed in one sitting. You cannot save it and come back to it later.

How do I answer the questions?
Some questions just require you to click on the circle next to 'yes' or 'no'. Other questions require you to type your answer into the box. The answer box will expand as you type. You can use as many words as you like – there is no limit – but please be concise!

Do I need to answer all the questions?
The questions marked with a small red asterisk or star are questions that you must answer. They are known as 'required fields'. If you do not answer these questions you will not be able to progress through the application process. If you do not answer a required field, red writing will show you which answers need to be reviewed and which boxes cannot be blank.

STEP 5: Prepare Your Application

Your application needs to be completed in one sitting, as you cannot save it and come back to it later.

To ensure that you have the time to prepare and review a quality application we suggest you copy and paste the selection criteria into a document on your computer to work on until you are happy with your responses.

Check if any supporting documents have been requested as attachments (e.g your Resume, Cover Letter or Qualifications). If so, make sure you have these readily available before you start your application.

Once you are satisfied with your responses, you can visit the vacancy page to complete your application in one sitting.

STEP 6: Complete Your Application

Click on the job you wish to apply for.
If you have prepared your responses in a separate document, cut and paste these responses into each question field.

Complete all the fields at the bottom of the job. Your unique email address is required.
Upload your resumealong with any other documents requested, such as qualifications, licences, Working With Children Checks and so on. Documents requested. will vary depending on the position.

To upload your resume, click on 'browse' and find the location of your resume/CV on your computer in the 'choose file to upload' box on the left-hand side of your screen. You may have it saved on your descktop, for example.

Once you have found your resume/CV, you need to double-click on it to attach it to your application. Then click 'Next' - the green button at the bottom right of the web page.

STEP 7: Submit the Application

Once you are happy that your application is complete, click on 'Confirm' to submit your application. If the submission is successfully you will receive an immediate acknowledgement email. Updates on the status of your application will be via email.

Step 8: Keep Informed On the Recruitment Process

Updates on where the recruitment process is up to, whether you have been successful in being shortlisted for interview, and coordination of interview times will be done via email, so please ensure that you check your emails regularly so as not to miss any vital communications.

Step 9: Require Assistance

If you need assistance to submit your application on-line, please contact Recruitment on (02) 6670 2495 during office hours.