# Application Guide

**To apply for this job:**

1. Click *‘Apply Online*’ at the bottom of the screen.
2. Complete all the questions in the online application. It is recommended you prepare responses to the target questions in word, then copy and paste to the text boxes available in the on-line application.
3. In the section titled Supporting Documents, attach:
   * Cover Letter (maximum of 1 page).
   * Resume (maximum of 4 pages)
4. If you want an overseas qualification to be considered as part of your claim for a role, you must identify the Australian qualification of which it is an equivalent and the Australian industry or government body which recognised your qualification.
5. **Be careful when unticking** any files from your profile that you have already marked as relevant to your application. Unticking a file will remove the attachment from your application and this could result in your application being incomplete.
6. Ensure your JobsNSW profile is updated with your current contact information and referees. You are required to provide e-mail addresses for two nominated referees, one of which should be a current or recent supervisor.
7. Overseas applicants **MUST** have a current working visa to apply for any temporary role. All applicants to ongoing roles **MUST** be Australian or New Zealand citizens or have permanent Australian residency status at the time of application.
8. DO NOT attach proof of identification, qualifications or other documents. These documents will be sighted at interview if you progress to this stage of the process.
9. All applications must be submitted online by the advertised closing date.
10. You may be required to complete online assessments, skills testing or work samples as part of the assessment process.
11. **Technical enquiries:** If you receive error messages during the application process, need a password reset or general assistance to create a profile and submit an application contact **I Work for NSW support team on 1800 562 679 (Mon-Fri)** or email support@jobs.nsw.gov.au to assist.

*The Department of Planning and Environment values diversity and inclusion in the workplace. We welcome and encourage applications from people of all ages and genders, Aboriginal and Torres Strait Islander people, culturally and linguistically diverse groups and those with a disability.*