

Cover letter – Election Manager

Please answer all the following questions below and submit with your resume.

Name	
Residential address	
Date of birth	

How did you hear about this job?	
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Eligibility checklist

Question	Yes/No
1. Are you on the Electoral roll?	
2. Do have a previous or current political affiliation, whether real or reasonably perceived? (Refer to FAQs for more details)	
3. Do you agree to undertake a criminal record check as part of the recruitment process?	
4. Do you understand that the offer of a final position will be based on the outcome of the criminal record check?	
5. Do you have a current driver's licence?	
6. Are you available for the timeframes indicated over a 10-week period?	
7. Do you agree to the NSW Electoral Commission providing your employment record to other electoral agencies for purposes relating to employment or potential employment with those agencies? Your information is protected by the NSW Electoral Privacy Statement.	
8. I agree to the NSW Electoral Commission contacting me for the purpose of surveys regarding my application or employment.	

Diversity information

Question	Yes/no
9. Are you fluent in another language other than English?	
If yes, please indicate which language.	
10. I identify as an Aboriginal or Torres Strait Islander.	
11. I require consideration for reasonable adjustment or support.	

Locations

Question	Select from list
12. Please select your first location preference.	
13. Please select your second location preference.	
14. Please select your third location preference.	

Targeted questions

Your answers should be **no more than 250 words** per question.

1. Describe a time when you had to provide leadership in a pressured and unpredictable environment. How did you stay flexible and responsive as things changed?
How did you manage the emotions of others while delivering to tight timeframes?

2. Describe a time when you built co-operation across a number of teams and overcame barriers to information sharing and communication across these teams.
What strategies did you use to build co-operation across teams?