

HINDMARSH SHIRE COUNCIL APPLICATION GUIDE



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Thank you for your interest in working at Hindmarsh Shire Council. This guide has been designed to assist you with your application and will provide you with some tips and ideas for ensuring that your application and your interview are high quality and relevant.

Eligibility

All applicants must have the right to live and work in Australia.

Application Process

Ensure that you read the position description and understand the requirements of the position. The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Selection Panel to decide whether you should be interviewed for the positions.

Applicants **must** provide the following information:

- Cover Letter
- Resume
- A separate document addressing the Key Selection Criteria
 - Or an Application Form (if applicable)

Addressing the Key Selection Criteria

Applicants are required to address the Key Selection Criteria referred to in the Position Description (PD). Selection Criteria are used in the PD to describe the skills, knowledge, qualities, abilities, experience and qualifications needed to successfully undertake the role.

Addressing the Key Selection Criteria should be written as a separate document and submitted together with your resume and brief covering letter.

Do: Read the Position Description.
Note the closing date for applications (late applications will not be considered).
Address the Key Selection Criteria in your application and detail how your skills, abilities, experience and qualifications meet these criteria.
Ensure you provide a telephone contact number in your application.

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Don't: Assume that the Selection Panel knows anything about you
Submit a generic application
Attach original certificates or references (please send photocopies only as they will not be returned)
Don't be deterred if you do not obtain an interview. Consider why you may have not been chosen and then, if necessary, ask the contact person for some feedback on your application.

Multiple Applications

If you are applying for more than one position with Council you will need to submit a separate application for each position as they will generally have a different Selection Criteria.

Previous applications will not be considered when positions are re-advertised. Candidates wishing to resubmit an application should consider any feedback provided to them by the Selection Panel prior to making a new submission.

Submitting your application

Your application should be marked 'Private and Confidential' and emailed to:
hr@hindmarsh.vic.gov.au

You may also post your application to:

Attn: HR & Safety Officer
Hindmarsh Shire Council
PO Box 250
NHILL VIC 3418

Or hand deliver:

Attn: HR & Safety Officer
Hindmarsh Shire Council
92 Nelson Street
NHILL VIC 3418

Shortlisting Applicants

After the advertised closing date a Selection Panel will consider all applications in accordance with the selection criteria and mandatory requirements, as outlined in the Position Description. The Selection Panel will usually consist of three panel members, including the Manager / Supervisor of the position. The Selection Panel will form a short-list of applicants to be interviewed. Applicants who have not been short listed for an interview will be advised in writing. These applicants will be able to ask the HR & Safety Officer for feedback on their application.

The Interview

You will be contacted by telephone to organise an interview date, time and location of the interview. You should advise Council at this stage of any special requirements that need to be accommodated for the interview to successfully take place.

During the interview, Selection Panel members will ask questions to determine who will be the best candidate for the position. You will have an opportunity in the interview to ask questions.

Please be on time for your interview. If you are unable to attend the interview or wish to withdraw from the process please contact the HR & Safety Officer.

You may be asked to do a second round of interviews, or complete a skills based task relevant to the position you are applying for.

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Reference Checks

If you have not provided referee details on your resume, be prepared to provide them at the interview. Referee checks will be conducted for the preferred candidate at the conclusion of the interviews.

After the Interview

Once a decision has been made, all applicants will be notified by telephone regarding the outcome. The successful applicant will be required to undertake any relevant pre-employment checks. A start date will be agreed upon between the successful applicant and Council, followed by a letter of offer outlining terms and conditions of employment.

The unsuccessful interviewed applicants are able to ask the HR & Safety Officer for feedback on their application and interview and will receive a letter confirming the outcome.

Pre-Employment Checks

All positions at Hindmarsh Shire Council require pre-employment screening in accordance with legislative requirements. Hindmarsh Shire Council, may where necessary, conduct pre-employment checks such as the following: Police Check, Working with Children check, Eligibility to work in Australia checks and visa verification, pre-employment medical, credential checks, sighting/checking of qualifications or documentation.

Equal Employment Opportunity (EEO) and the Merit Principle

Hindmarsh Shire Council is an equal opportunity employer. The principles of EEO are intended to ensure that all present or potential employees are treated equitably and fairly, regardless of race; age; sex; marital status; religion; political beliefs; sexuality or disability.

The following factors are considered when determining the merit of candidates”

- The nature of the duties to be performed
- Skills and qualifications
- Experience in related appointments, and
- Personal qualities that are relevant to the performance of those duties.

Frequently Asked Questions (FAQ's)

Can I apply for a position after the closing date?

Closed positions will be removed from Council's website. Acceptance of late applications will be at the CEO's discretion. We recommend you regularly check the Work in Council page on the Council Website for any current open positions and closing dates.

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