

HINDMARSH SHIRE COUNCIL APPLICATION GUIDE

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 position.

Applicants **must** provide the following information:

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



Cover Letter
(can be in the body of an email if submitted electronically)



Resume



Key Selection Criteria Responses

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 be successful in undertaking the advertised role.

Your responses to the Key Selection Criteria should be submitted with your application as a separate document to your resume and brief covering letter.

General Application Advice

DO:

- Read the Position Description.
- Note the closing date and time for applications (late applications are only considered in exceptional circumstances).
- 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.

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: Human Resources
Hindmarsh Shire Council
PO Box 250
NHILL VIC 3418

Or hand deliver:

Attn: Human Resources
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 of this in writing. These applicants will be able to ask the Human Resources team for feedback on their application.

The Interview

If you have been shortlisted, you will be contacted by telephone to organise an interview date, time and location. You should advise Council at this stage if there are any special requirements that need to be accommodated in order for the interview to successfully take place.

Council acknowledges that interviews can be intimidating, particularly for those who may be entering the workforce for the first time, returning to the workforce after parental leave, or who have not worked in positions that have a formal panel interview process. You may request to bring a support person to the interview, and this request will be considered by the Human Resources team. You will be notified prior to the interview if this request has been approved. The role of the support person is to assist you in feeling more comfortable in the interview environment so that you're better enabled to answer the questions to the best of your ability. They are not permitted to answer questions on your behalf, however, if English is your second language, they may assist in translating when required.

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 about the role, working arrangements or Council as an employer.

You will also have the opportunity arrive 10 minutes prior to your appointment to read over a summary of generic interview questions relevant to the position and to make notes for yourself to bring into the interview. The questions may not be the exact questions asked in the interview. You will not have access to your phone, a tablet device, or your support person during the 10-minute reading period.

If you are unable to attend the interview or wish to withdraw from the process, please contact the Human Resources team.

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.

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. If you are not able to provide suitable referee details, your application may not be able to progress through the recruitment process. You will be notified in this circumstance.

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 team for feedback on their application and interview and they 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 and/or sighting/verification of qualifications or competency 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.

Privacy Statement

We will handle any personal information you provide in your application in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our [Privacy Policy](#) or contact our team on (03) 5391 4444. Council may use de-identified information provided by applicants during recruitment processes to report to the Gender Equality Commission. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.

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