

Our recruitment process allows us to apply best practice recruitment and selection while supporting Councils vision. The information provided here is aimed to assist all applicants with practical advice regarding the preparation of applications for employment. Please read these notes carefully as they are designed to help.

We recommend that the Position Description is carefully read and understood as it outlines the positions key responsibilities and requirements, essential and desirable selection criteria, salary and employment status.

To maximise your chance of obtaining an interview for the position your application must include the following;

- A brief covering letter (typed)
- A statement of claims against the essential and desirable selection criteria
- A resume detailing your relevant employment, education and training history

Application and Selection Criteria

Be sure you read the advertisement, position description and selection criteria thoroughly. Addressing the selection criteria is an important part of your application. To maximise your chance of obtaining an interview you must explain how you meet each of the essential and desirable selection criteria.

Remember applications are assessed against the selection criteria using only the information supplied by you.

The best way to set out your 'Statement of Criteria' is to make a separate heading for each selection criteria and then clearly describe how you meet them through your qualifications, knowledge, skills, abilities and relevant work experience, by providing demonstrated examples. Do not simply state that you meet the selection criteria.

Helpful Hints

- Proofread your application carefully
- Make sure all criteria is addressed
- Include the position title on your covering letter
- Ensure your contact details are correct and provide two telephone numbers
- Submit the application prior to the advertised closing date/time
- Ensure your referees are aware that you are referring to them in your application
- Do not include originals of certificates or references. Application will not be returned to you.

Applications are shortlisted by the relevant manager and supervisor who assess all applications on merit against the selection criteria.

The Interview

If you are successful in gaining an interview you will be contacted by phone and notified of the interview date and time.

If you are serious about an application you should be prepared to be available for an interview when requested.

Interviews are held with a selection panel of two or more people who conduct the selection and interview process.

The panel assesses the interviews based on merit and comparative strengths and weaknesses demonstrated during the application and interview process.

The interview process will generally include a skills test based on the position description.