



Gloucester Shire Council Employment Applications Guide for Applicants

Please read this important information when applying for employment with Gloucester Shire Council.

INTRODUCTION

Thank you for inquiring about an employment opportunity advertised by Gloucester Shire Council.

The Council is an equal opportunity employer and applies merit based selection techniques. Please read this information carefully as it will help you understand the Council's selection process and to prepare your application. Selection is based on the assessment of each applicant in relation to the selection criteria provided for the advertised position.

POSITION DESCRIPTION

Before a position is advertised, the requirements of that position are analysed and a Position Description is prepared. The Position Description will be included in the information materials provided and on Council's website www.gloucester.nsw.gov.au. The key components of the Position Description include the primary function and key responsibilities of the role. The selection criteria are then framed from the Position Description and consist of the experience, knowledge, skills, abilities, qualifications and training required to successfully undertake the position.

SELECTION PROCESS

During the selection process, information is gathered and assessed on how well a candidate's experience, knowledge, skills, abilities, qualifications and prior training meet each of the selection criteria. A selection panel will choose the successful applicant. The initial stage of the selection process is based on your written submission. It is therefore important that you provide the Panel with information that demonstrates your ability to meet the selection criteria as discussed above.

The selection process includes :

- Short listing - selection for subsequent stages based on the written application.
- Structured Interview - a panel asks you questions which address the selection criteria
- Work Test / Exercise – If relevant, applicants may be required to perform a part of the position as a test.
- Reference Checks - the panel contacts nominated referees.



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WRITTEN APPLICATION

It is important that you provide sufficient written detail to enable the panel to assess your initial suitability relevant to the selection criteria and to other applicants. Your application should be written so the Panel can understand how your experience, knowledge, skills, abilities, qualifications and prior training relate to the selection criteria. The applicants who best demonstrate their capacity to meet the criteria will be short listed for interview. The selection process is competitive and you will need to demonstrate in your written application that you are the best person for the position.

What should you include in your written application?

- Gloucester Council Employment Application Form
- An Easy to Read And Concise CV/Resume
- A written Statement addressing each of the Selection Criteria (Essential and Desirable). These statements should concisely and adequately illustrate how you meet the criteria. Brief examples of work experience and achievements should be provided where appropriate.
- You may also wish to include transferable knowledge, skills or ability in areas relevant to the Position and the selection criteria, which you have developed outside the workplace as evidence of your capacity to meet the criteria e.g. a leadership role in a volunteer organisation.
- Your CV/Resume in addition to your *contact details* should include a summary of your work history detailing where you have worked, positions held, period of employment and brief details of duties performed.

REFEREES

Provide names, position titles, and telephone numbers of at least two work related referees. These should be people who can provide information about how you would meet the selection criteria and relevant past experience and responsibilities. Get your referees' permission before nominating them and make them aware of the Position you are applying for and the selection criteria (usually available on Council's website so that they are better able to speak on your behalf).



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OTHER RELEVANT INFORMATION and QUALIFICATIONS

Copies of Certificates attained or Qualifications completed or details of training or studies (i.e. subjects and results to date) currently being undertaken are also beneficial.

TIPS FOR COMPILING YOUR APPLICATION

- Give complete, relevant and accurate information. Your application is a tool to promote your skills and abilities and is the first stage of the selection process. Supply as much detail as is appropriate to fully explain your capabilities and experience.
- Be concise, succinct and clearly identify what *your* involvement was in the particular activity.
- Supply examples and figures if applicable to support your case (eg. number of staff supervised, examples of suggestions which have been implemented, etc.)
- Be honest and accurate as false statements may void your application and any subsequent employment that may result.

Avoid :

- Being long winded or "padding" the applications with irrelevant information.
- Overstating your case or exaggerating your abilities. The accuracy of the information you provide will be verified throughout the selection process.

HOW TO SUBMIT YOUR APPLICATION

By post to:
The General Manager
Gloucester Shire Council
PO Box 11
Gloucester NSW 2422

By hand to:
The General Manager
Gloucester Shire Council
89 King Street
Gloucester NSW 2422

By email to:
council@gloucester.nsw.gov.au

NB: Please do not submit your application bound or in a folder, simply clip the application together in the top left hand corner. Please do not provide originals of certificates and/or qualifications, as Council will be retaining all information submitted as part of your application.

You will receive an acknowledgment of Council's receipt of your application.



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INTERVIEW & TESTING

The Selection Panel will, if required, try to meet any special requirements you may have to enable you to attend the interview and/or work tests, such as after hours building access or communication assistance. Please ensure that you inform the person arranging the interview/work test of any special needs you may have.

During the interview, the Panel will follow a structured process, asking all applicants the same questions. However they may follow up or explore particular issues with applicants that arise from their applications and/or question responses.

Questions are designed to gather information on how well an applicant meets the Selection Criteria and to guide the discussion between the Panel and the applicant. After the interview, the Selection Panel will rate or assess the applicant's performance against each criteria and against the performance, ability and experience of other applicants.

You may be asked two types of questions: behavioural and situational.

Behavioural questions ask for examples of how you have handled certain situations in the past.

Situational questions, on the other hand, focus on how you would handle a particular situation or aspect of the position.

Consider the type of questions that might be asked. Your answers should accurately reflect your knowledge, skills and abilities.

Other selection techniques may be included in the process. For example you may be asked to provide examples of previous work or to participate in a work test.

YOUR QUESTIONS

Remember that the interview situation is a two way communication process and designed to answer your questions about the position and the Selection Criteria.

Always ask any questions you may have and to clarify any aspects of the position about which you are uncertain. Questions can also be asked *prior* to submitting a written application to clarify any of the areas appearing in the position requirements.



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REFERENCE CHECKS

The panel will contact some or all of your nominated referees.

DISCLOSURE OF PERSONAL PARTICULARS

Under the terms of the Legislative framework covering Child Protection, persons applying for a position involving the care and supervision or provision of services to a person who is under 18 years of age, are required to supply information concerning convictions involving their failure to comply with any provision of the law which in turn deems them a "prohibited person" as defined in the legislative framework. Further information regarding Council's Child Protection Policy and Procedures will be provided if it is relevant to the position for which you are applying.

MEDICAL EXAMINATION

In order to make an informed decision about the suitability of an applicant for employment, relevant information needs to be available including details of medical history likely to present problems in performing the role or raise health and safety concerns. The offer of employment is made conditional upon successful completion of the medical examination. A medical practitioner chosen by Council will conduct this examination. The Council will be provided with a report recommending *if* the applicant is suitable to perform the inherent requirements of the position. All medical information is strictly confidential.

NOTIFICATION OF APPOINTMENT

Upon receipt of your written application you will be notified if you are to be called for an interview.

The successful applicant will be notified prior to any other applicants and as soon as possible after the selection decision is confirmed. All other interviewed applicants will then be notified of the selection decision.

FURTHER INFORMATION

If you require further information or clarification about the selection process or the advertised position, contact the nominated staff member in the advertisement or:

Phone - 02 6538 5250 **Fax** - 02 65582343 **email** - council@gloucester.nsw.gov.au