



## **A Guide for Job Applicants**

### **Introduction**

Gilgandra Shire Council is responsible for:

- Community development, planning and regulation including building and development control,
- Community services including the Library, Cooee Lodge and Jack Towney Hostel Aged Care Facilities, Orana Living, Carlinda Enterprises and Community Care.
- Recreational services such as public halls, parks, sports facilities and swimming pools,
- Design, maintenance and construction of local transport routes such as roads and footpaths.

To provide services for the Gilgandra Shire, Council employs a wide range of staff, employees are in occupations such as road works, water & sewer, librarian, administration, and care service workers.

Merit is the basis of all selection. Merit is decided with reference to the nature of the duties and the abilities, qualifications, experience, standards of work performance and personal qualities of an applicant only as they are relevant to the position.

Selection panels will be structured to ensure equity, independence and diversity of backgrounds and opinions. Equal Employment Opportunity Principles will be followed. Confidentiality will be maintained and the privacy of all applicants respected.

### **Finding Vacancies**

Council's vacancies are advertised in newspapers (local, regional or national), Council's website and Council related employment sites.

It is best to only apply for positions when they are advertised. If you have previously submitted an application it is best to submit a new application for each position as the selection criteria does change accordingly with the vacant position.

### **Having the requirements**

For each position there are essential criteria. The essential criteria must be met if you are to fulfil the duties and responsibilities of the position. If you do not show how you meet these criteria, your application is unlikely to be considered any further. If a large number of applicants meet all the essential criteria, the panel will compare the merits of all the applicants and choose for interview those whose applications best meet the criteria.

### **Salary and conditions**

The salary and conditions of the position will be in the advertisement.

### **The Application**

You need to write a statement setting out how you meet the criteria. The best way to set out your statement is to list every criterion as a heading and then explain clearly under each one how you meet it by your qualifications, skills and experience.

Do not send originals of supporting documents with your application. You may be required to produce these if you are offered the position.

Use examples, where appropriate, and do not assume that we will know you can do something. If the essential criteria states that you have to have a driver's licence, tell us that you have a driver's licence.

You should also include a resume with your application. This should set out details of your education and employment history, including periods of employment, what organisations you have worked for, what kind of work you did, what your responsibilities were, skills, knowledge and experience gained.

Your application must include the name and contact numbers of at least two referees. Please ensure that your referees are informed of the possibility they will be contacted.

Applications need to reach Council by the advertised closing date and time stipulated in the advertisement.

### **The Interview**

If you are selected for an interview you will be contacted by phone and advised of a date, time and venue. There will be a minimum of three people on the selection panel consisting of at least one male and one female and usually an independent person from another department within Council. One of these panel members will be familiar with the advertised position.

The selection panel will ask questions related to the position description and the selection criteria. They will want to know how well you could do the job, and what skills and experience you could bring to the position. At the end of the interview you will be given an opportunity to ask questions of your own.

### **Duty of Disclosure**

You are obliged to disclose at the interview any information you are aware of that could impair or impede your performance in the position and should be considered by the panel in its assessment.

### **Reference Checks / Employment Screening**

If Council is considering employing you, it may make verbal contact with two referees. Council may be required to undertake employment screening during the recruitment process, such checks as Criminal and Working with Children Checks.

### **Pre-Employment Health Assessment**

No-one commences at Council without a medical and hearing assessment, including urine drug and alcohol screening. This is done to make sure that doing the job you have applied for will not injure either yourself or others.

### **CHECKLIST**

#### **Have you attached:**

- A statement explaining how you meet the criteria?
- An up to date resume?
- Photocopies of your qualifications where necessary?
- Completed Employment Application Cover Sheet / Consent form?

#### **Have you shown:**

- The name of the position you are applying for?
- Your name and address?
- A daytime contact telephone number and contact address?
- The names and phone numbers of at least two referees?

You should send your application to the General Manager Gilgandra Shire Council, PO Box 23, Gilgandra NSW 2827 or email [council@gilgandra.nsw.gov.au](mailto:council@gilgandra.nsw.gov.au) by the due date.