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## Information for Applicants

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### Applying for a position with Kiama Municipal Council

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Thank you for your interest in a job with Kiama Council. This information will help you understand the process and to make the process easier when preparing and submitting your application. Kiama Council is an equal opportunity employer. We aim to select the best person for the job. We do this by examining how well your knowledge, skills and abilities meet the requirements of the position through your answers to the questions and your work experience in your resume.

#### Need to know

ALL applications must be submitted online and by the closing date & time. No late applications will be accepted.

Please be aware that you **will not be able to save a draft** of our application once you have commenced. Please ensure you have all your details and electronic copies of required documentation available to complete your application in one sitting.

**Tip:** prepare your application in a word document then **copy** and **paste** your answers into the questions.

#### PREPARING YOUR APPLICATION

This is the first step in the process which is based on your online application. It is important to answer the questions fully to show how you could do the requirements of the position.

**Find out more about the job:** More information can be found in the position description (a link in the advertisement) and/or you can phone the contact person listed in the advertisement.

Ensure your email address is correct. **All correspondence will be by email.** Please check your emails regularly.

#### Questions in the advertisement

In your application you need to answer all the questions. Your answers should show how clearly your experience and qualifications make you suitable for the role.

Answering the questions:

- Give examples or evidence that demonstrates what has been asked in the question. This can be workplace or outside workplace examples.
- Give complete information, remember this is the tool to sell yourself with the purpose of gaining an interview.
- Be clear and concise.

If you don't answer the questions, it will be unlikely that you will be shortlisted for interview.

## **Resume**

You must attach your resume which includes details of your employment history, education, licences and professional memberships.

## **Referees**

You should include current details for at least two referees who can verify your work history.

Referees should be people with whom you have worked, and ideally will be your current or most recent supervisor.

Reference checks will only be conducted after an interview on shortlisted applicants. Referees will be confirmed at interview and will not be contacted without your consent.

## **SELECTION PROCESS**

### **Council receives your application**

When you lodge your application, you will receive an automatic acknowledgment email that your application has been received.

### **Applications are shortlisted**

A selection panel will shortlist applicants for interview. We aim to do this as soon as possible, however this is dependent on the number of applications received.

### **The interview**

You will be interviewed by a panel (usually 3 people). They will ask you a set of questions developed to assess how well you match the requirements of the position. This is the opportunity for you to expand on your application.

To prepare, give some thought to the type of questions you might be asked and think of specific examples of situations that directly reflect your capabilities. Other elements of the selection process may include structured group or individual assessment or appropriate tests.

### **Pre-employment Checks**

We often ask our preferred applicants to complete pre-employment checks. This may include:

- Reference checks
- Qualification verification
- Pre-employment medical
- National Criminal check
- Working with Children Check verification

### **Offer of employment**

We will select the successful applicant based on all the information we have throughout the selection process and make a formal offer of employment.

### **Confidentiality**

Your application will be treated with respect and confidentiality, throughout the recruitment process.