

YOUR GUIDE

Applying for a position with Shellharbour City Council

Thank you for considering a position with Shellharbour City Council. You are a few steps away from submitting your application. To make the process easier for you, here are some guidelines and tips to help you prepare and submit your application.

Shellharbour City Council is an equal opportunity employer and uses merit based selection techniques.

Our aim is to select the best person for the job. We do this by examining how well your knowledge, skills and abilities meet the requirements through your answers to the questions in the advertisement and your work experience in your resume.

Preparing your Application

NOTE: you will not be able to save a draft of your application once you have commenced.

You may wish to prepare your responses in a word document and COPY and PASTE your answers into the questions.

Please ensure you have all details and electronic copies of required documentation available to complete your application in one sitting.

The first stage of the process is based on your online application. It is important that you provide information that shows how you satisfy the requirements of the position.

Additional information about the position can be found in the Position Description (linked to the advertisement) or you can phone the contact person listed in the advertisement.

Personal details

Complete all details and ensure you provide an email address so that we can contact you about your application. **All correspondence will occur by email.** Please ensure you check your emails regularly.

Questions in the advertisement

In applying for a position, you will need to **answer the questions**. This is a key component of your application and should clearly show how your experience and qualifications make you suitable for this position.

Answering the questions:

- Include statements to fully describe how you consider yourself suitable. Give examples or evidence that demonstrates what has been asked in the question. This can be workplace or outside the workplace examples.
- Give complete information, remember your application is a tool to sell yourself and is the first step in gaining an interview.
- Be clear and concise.

If you don't address the questions, it is unlikely you will be shortlisted for an interview.

Resume

You will need to attach your resume. Your resume should include contact information (full name, address and contact details) and a summary of your work experience. The summary should include where you have worked, positions held, period of employment and brief details of duties performed.

Referees

You will be required to provide two referees who can provide comments on your work performance. You will need to provide names, relationship (e.g. previous supervisor), and organisation and contact details.

Late applications

You are responsible for ensuring you meet the closing time and date. Applications close on the closing date and late applications will not be accepted.

The Interview

You will be interviewed by a panel (usually 3 people). During the interview, you will have the opportunity to expand on your application. All interviewees will be asked the same set of questions. These questions have been developed to assess how well you match the requirements of the position.

The interview will be interactive, and the selection panel may ask questions, in addition to the pre-determined ones, as they explore issues raised by your responses.

The interview will usually take between 30 and 60 minutes.

We suggest you give some thought to the type of questions you might be asked and think of specific examples of situations that directly reflect your capabilities. In some circumstances you may be asked to provide examples of previous work. Other elements of the selection process may include appropriate tests, structured group or individual exercises.

If selected for interview you should bring with you your Driver's licence, plus original copies of any qualifications, tickets and licences relevant to the position.

Reference checks

These are carried out only for the interviewee(s) with the strongest overall performance at interview.

Pre-employment Checks

Pre-employment checks include pre-employment Medical, National Criminal check or Working with Children Check. Where applicable, depending on the position, short listed applicants may be requested to attend a pre-employment medical at Council's expense or provide information for the relevant checks to be completed.

Notification of Appointment

If you are successful, you will be contacted by email as soon as the final decision is made.

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