

## **RECRUITMENT PROCESS**

Please read this information carefully as it will help you to understand Council's selection process and will assist you in preparing your application. Selection is based on the assessment of each applicant in relation to the selection criteria for the advertised position. You will find the selection criteria in the position description for the role.

Applications will only be received using Council's online recruitment system.

If required, Council has internet access available at our Library located at 104 Bridge Street, Uralla. Opening hours are:

Monday	2–6pm
Tuesday	10am–4pm
Wednesday	2–6pm
Thursday	2–6pm
Friday	10am–12pm, 2–6pm
Saturday	9:30am–12:30pm
Sunday	2–5pm

### **Your application – How to Apply**

Step 1 – Click on the current vacant position that you are interested in.

Step 2 – Review the position description, this will allow you to assess whether you have the qualifications, experience and skills required for the role.

Step 3 – Complete the interactive on-line application form, located below the position information. You will be required to complete all personal information and provide your response to each of the selection criterion.

Give examples that demonstrate how you meet the selection criteria, what you did and what the outcome was.

Step 4 – Upload the required documents, such as:

- Your cover letter
- Your Curriculum Vitae (CV) providing details of your experience, qualifications, skills and achievements relevant to the position. Include two work related references full name, position held, organisation name and contact information. They should be people who can speak about your skills, abilities and experience. Colleagues, friends or family members will not be suitable referees.

Please provide details of your formal qualifications including the type of qualification, from where and in what year you obtained it.

Step 5 – Once you have checked over your application and are satisfied you have attached the relevant documents and completed all required questions, click “confirm” to submit. You will receive an automated email to confirm your application has been received.

### **Application Assistance**

Should you have any issues completing your application, please contact Human Resources on 02 6778 6300.

### **Selection Process**

The interview panel will review your application against the position requirements and selection criteria and shortlist suitable candidates. Should your application be shortlisted you will be contacted by email and invited to attend an interview. Provisions of phone and skype interviews can be made as required.

### **Your interview**

Generally, your interview will consist of an interview panel with three members. The interview panel will use behavioural questions to determine if your skills and experience match those required for the position for which you have applied. We are looking for responses from you that provide an example of a situation, what you did and what the outcome was.

### **After the interview**

You can expect to hear from us within two weeks of your interview.

Reference checks, criminal history checks, medical assessments and background checks including verification of your formal qualifications will be carried out as part of the recruitment process and before any formal offer is made.

A verbal offer of employment will be made to the successful applicant. This will be followed by a formal written offer including conditions of employment.

### **Privacy**

Council abides by the Privacy and *Personal Information Protection Act 1991*). We only collect personal information for lawful purposes and as a part of our recruitment and selection process. Personal information is stored securely and disposed of in accordance with the *State Records Act 1998*.