

A Guide for Job Applicants

Introduction

Coonamble Shire Council is responsible for:

- community development, planning and regulation including building and development control,
- community services including library and vacation care
- recreational services such as public halls, parks, sports facilities and swimming pools,
- design, maintenance and construction of local transport routes such as roads, footpaths and airport.

To provide services for the Coonamble Shire area, Council employs a wide range of staff. Visible Council employees are in occupations such as road works, ranger and librarians. But there are also less well known Council jobs such as accountants, plumbers and child care workers, just to name a few.

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. There are a large number of applications for any job in Council so it is not practical to examine past applications you may have sent in. 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.

Is this the job for me?

The advertisement is a summary of what the job is and where to obtain further information.

Council's Human Resources department can give you:

- a job description for the advertised position which includes the selection criteria
- other material if appropriate.

Matching yourself with the Job

Having the Requirements

Preferred applicants will be those who best meet the selection criteria and essential requirements for the position. Don't be discouraged if you cannot exactly meet all the essential or desirable requirements, as many people forget that they may have developed skills or have experience through unrelated employment, voluntary or social activities (such as charity work, school and sporting committees).

Salary and Conditions

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

Who can Council Employ?

Council like all other employers can only employ people who can legally work in Australia:

- Australian citizens
- New Zealand Citizens
- Permanent residents
- Temporary residents (with permission to work)
- Overseas students (with permission to work).

If you are offered a job with Council, you will have to show an original of one of the following documents:

- Australian citizen – birth certificate, passport,
- Australian citizenship
- New Zealand Citizen – passport
- Foreign Nationals (including Commonwealth citizens e.g. British, Canadians) – Visa and/or entry permit in the passport or a certificate

- Evidence of resident status, issued by the Department of Immigration Local Government Ethnic Affairs (DILGEA)

Your Application

If you decide that your skills and experience are suitable for the job, after you have finished the research you may decide to apply for the advertised job.

Try to address all of the selection criteria in your application by describing how your qualifications, skills and experience meet the requirements of the position. Do not send originals of documents with your application or present your application in folders as these cannot be returned.

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

The Interview

Your interview will be held with a selection committee of approximately three people.

If you know one or more of the members of the selection committee, do not expect them favour you over other applicants. You must answer questions and address the panel as though no member of the committee is aware of your history.

If you do not understand any questions ask for an explanation. Different phrasing may help you understand the question. If you need time to gather your thoughts before answering a question, say so and take a few moments to think.

The interview is a two-way communication process. The selection committee will be finding out how well you meet the position requirements, and you should be finding out how well the position meets your requirements for such things as development opportunities and working conditions.

Original Documents

If you are offered the position you may be required to show originals these documents before taking up your appointment:

- Identification documents (birth certificate or passport and proof of any name)
- Eligibility to work in Australia
- Educational qualifications (including any approved overseas qualifications).
- Drivers Licence.

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

If Council is considering employing you, it may make verbal contact with two recent referees. Please ensure that your referees are informed of this possibility. For identified child related positions, a Working with Children Check will be conducted, which includes a check of relevant criminal history and apprehended violence orders, and a check of relevant disciplinary proceedings with previous employment. The selection committee will discuss this with you at the interview.

Depending on the position, you may be required to undergo an independent third party verification of your educational qualifications, employment history, background check which will include a check of your criminal record, financial history (i.e. if you have been declared bankrupt) and right to work in Australia.

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. The doctor will tell Council if there are any restrictions you need to work under and Council will then decide whether the job can be adapted to take into account these medical restrictions.

Checklist

Use this handy checklist to ensure that your application is properly prepared:

Obtained a position description	
<i>Written application including the following:</i>	
A concise covering letter	
A detailed resume, including:	
Personal and contact information	
Educational qualifications	
Employment history	
Brief summary of skills and/or attributes	
Written response to selection criteria	
Employment application cover sheet	
Photocopy of driver's license	
Photocopies of any licenses / tickets or educational qualifications that may be relevant.	
Working with Children card (if related to position)	