

GUNNEDAH SHIRE COUNCIL APPLYING FOR A STAFF VACANCY

The objective of Council's recruitment program is to select the best person for the job by matching applications to all criteria requirements of the position advertised and organisational needs. This information has been prepared to assist applicants to gain an appreciation of the skills and techniques involved in applying for job vacancies. Council is required under the Local Government Act to advertise permanent vacancies, in a manner to "enable suitably qualified persons to apply for the position". This may be done by advertising internally or externally as decided by Council on a case by case basis.

Selection of staff is on the basis of the applicant's merit in relation to the selection criteria. It is the policy of Gunnedah Shire Council to provide equal opportunity for all persons regardless of sex, race, marital status, physical and mental impairment, sexual preference, age, political conviction or religious belief.

Your written job application plays a vital role in the selection process. This is your first contact with the selection committee, and will determine whether or not you gain an interview.

In your application you must clearly demonstrate to the selection committee how your attitude, experience, skills, knowledge and qualifications meet the specific requirements of the advertised position. If you do not do this, your application may be unsuccessful.

APPLICATIONS MUST NOT BE FORWARDED IN PRESENTATION FOLDERS, OTHER BOUND FOLDERS OR PLASTIC SLEEVES.
ORIGINAL DOCUMENTS MUST NOT BE SUBMITTED AS APPLICATIONS
WILL NOT BE RETURNED.

PREPARATION

The information provided in your application should demonstrate your *knowledge and demonstrated ability to do the job*. When applying for a position, consideration must be given to the following factors:

1. Position Description and Selection Criteria

A copy of the position description (which outlines the major duties and responsibilities of the position) and selection criteria (essential and desirable requirements of the position) is made available from Council when each position is advertised.

It is in your best interests to clearly and specifically address each of the essential and desirable criteria, otherwise your application will not proceed to the next step.

2. Closing Date

Applications must be received by the closing date specified in the advertisement.

Emails & facsimiles may be sent. Late applications will not be considered unless you have contacted the Manager of Human Resources prior to the closing date and it has been agreed that there are valid reasons for late lodgement. A short extension may be granted in some circumstances.

3. Contact Person

The advertisement will detail the name and phone number of a contact person who can provide you with more information about the job. This person is usually the supervisor/manager of the position advertised or the Manager of Human Resources.

GENERAL INFORMATION

Your application should be in the form of:

- ◆ A letter of application which introduces yourself. Try to limit to one page.
- ◆ Under the sub heading of "Criteria Addressed" provide a statement which specifically addresses in terms of knowledge and demonstrated ability, the essential and Desirable Criteria.
- ◆ A resume which details all the information the selection committee needs to know about you.

When preparing your resume you should consider the following points:

a) Education

Clearly state details of any secondary or tertiary qualifications. Photocopies of any qualifications should be included in your application and you may be required to present originals if selected for interview. If qualifications were obtained from an overseas country, provide as much information as possible to enable equivalence to be assessed. Information on any relevant training or short courses undertaken and membership of professional organisations should also be included.

b) Employment History

List all positions held in chronological order, with the latest positions held listed first. Ensure that you indicate dates of employment so that the selection committee can see over what period your experience has been gained. Do not assume that merely stating a title and/or grade of a position informs the selection committee of your work experience. Details of any relevant voluntary work or experience should also be included.

c) Referees

Include the name, address and phone number of two (2) referees who may be required to comment on your work performance. It is usual for referees to be people who have supervised your work, or who otherwise have a detailed knowledge of your performance against the selection criteria.

d) Contact Numbers

If possible, provide a phone number where you can be contacted during the day if you are required to attend an interview. If you are unavailable for any period, following the close of applications, please provide dates and alternative contact details.

e) Equal Employment Opportunity and Occupational Health & Safety

Where knowledge of or willingness to implement EEO or OH&S is listed as essential, you must show how you meet this requirement. This could, for example, be through attending courses or seminars, by personal reading or other research, or be demonstrating how you have applied EEO or OH&S principles in the workplace.

COMPLETING YOUR APPLICATION

The most important feature of your application is the way in which you highlight how your qualifications, knowledge, skills and experience meet each of the selection criteria requirements.

An application may meet the essential requirements and yet not be interviewed. This usually occurs when there are large numbers of applicants, some of whom meet both the essential and desirable requirements on a more competitive basis. As your application will be one of many read by the selection committee, it needs to be clear, concise, detailed and relevant to the specific requirements of the job applied for.

If you are applying for a promotion or transfer internally, never assume that because people know you that a hastily completed application will do. It is very likely that the selection panel will contain at least one person from another area or organisation who will not know you.

APPLICATIONS

Applications should be forwarded to:

The General Manager
Gunnedah Shire Council
PO Box 63
GUNNEDAH NSW 2380

***Enquiries about recruitment generally, can be made by phoning
the Manager of Human Resources on 6740 2100.***