



Guide to Applying for a Job with Young Shire Council

Young Shire Council is an equal employment opportunity employer and applies merit based selection techniques. Please read this Guide to Applying for a Job with Young Shire Council carefully as it is designed to help you understand the selection process and put forward your best case for appointment to the job.

When you apply for a job with Young Shire Council the key to gaining an interview is your written application. As many jobs will attract a number of applicants, you need to ensure you make your application clear, concise, well presented and explain how you meet the specific job requirements and selection criteria.

1. Information about the Job

Gather all the information about the job that you can, all vacant job information can be found on Council's Website: <http://www.young.nsw.gov.au>

Contact the person named in the advertisement and obtain the information kit. Read the job description and the advertisement carefully to understand what the job is about.

If you require additional information about the job you may ask to speak with the supervisor or manager of the job.

2. Completing your Application

To be eligible for consideration as an applicant for a job a person must meet all essential selection criteria listed in the job advertisement. Shortlisting of applicants to attend an interview is based on how well your skills, knowledge and experience meet the selection criteria. As an applicant it is your responsibility to demonstrate in your written application, to the Selection Panel, how well you meet the selection criteria.

When preparing your written application use statements that describe how you meet each selection criterion listed and provide examples of your skills, knowledge and experience wherever possible. You should include details of your licences, certificates and other qualifications that are relevant to the job. When you are putting your application together remember that all applications are assessed against the selection criteria using only the information supplied by you. Please try to keep your responses to no more than half a page per criterion.

Please provide current daytime contact details. If you give work telephone numbers you will be contacted with discretion. Please include mobile telephone numbers, e-mail addresses or phone numbers where messages may be left if applicable.

If you are unavailable for any period of time after the closing date of the advertised job please provide an alternative contact number.

You can include a resume/curriculum vitae or additional documents such as copies of qualifications, references, attendance at training courses and any other relevant information. Please do not attach original documents. Presentation folders, plastic sleeves or binders containing applications are not necessary and will not be returned.

Make sure that you include the job title and reference number as stated in the advertisement.

3. Check your Application before sending it

- Read your application again make sure that all the selection criteria have been addressed.
- Include the job title and reference number from the job advertisement.
- Attach copies of qualifications, references, attendance at training courses and any other relevant information. Please do not attach original documents.
- Sign and date the application.
- Send application so it will reach Council before the closing date. Late applications will not be accepted once the shortlisting process has commenced.

4. Sending your Application

Applications should be mailed to: Applications can be delivered in person to:

The General Manager
Young Shire Council
Locked Bag 5
YOUNG NSW 2594

Young Shire Council
Town Hall
Boorowa Street
Young NSW 2594

Facsimile Applications:
02 6382 4443

E-mail Applications should be sent to:
hr@young.nsw.gov.au

5. Short listing of Applications

A panel of people (usually 3) is given the responsibility for selecting the successful applicant and making a recommendation to the General Manager. As the first stage of the selection process is based on your written application, it is important that you provide the panel with information that demonstrates your ability to meet the selection criteria.

After the closing date for applications the Selection Panel will assess the applications received. Applications will be ranked against the selection criteria and only the top ranked applicants will be shortlisted and invited to attend an interview.

Council's HR Officer will acknowledge all applications in writing following the job closing date. If you are successful in being invited for an interview, you will be contacted by telephone to make the necessary arrangements.

If you are not successful in being invited for an interview no further contact will be made with you.

6. The Interview

All interviewees will be asked the same series of questions. These questions will have been developed from the selection criteria and job requirements and are designed to help the Selection Panel assess how well your skills, knowledge and experience match the job requirements. Selection Panel Members may wish to seek additional information or ask questions to clarify and confirm your experience, skills or employment history to ensure the fullest information has been gathered.

Mostly you will be asked two types of questions; behavioural and situational.

- Behavioural questions ask for examples of how you have responded or handled certain situations in the past;
- Situational questions focus on how you would handle a particular situation or part of the job.

It is suggested that you give some thought to the type of questions that might reasonably be asked and also to answers that accurately reflect your skills, knowledge and experience relevant to the job you are applying for.

If you are invited for an interview you will be contacted by telephone and advised of the date, time, location and anticipated length of time the interview will take. You will usually be given at least 3 working day's notice to attend an interview.

As well as attending an interview with the Selection Panel, you may be required to complete other activities/tests that help us to assess applicants against the selection criteria for the job you are applying for. You will be advised of this when you are invited to attend the interview.

7. Working with Children Check

For some jobs it is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 (the Act) for a person convicted of a serious offence involving children to apply for or perform the job. This will be stated in the job description if it is a requirement and a reference to this will appear in the job advertisement.

After the interview you will be required to give consent for a Working with Children Check to be completed. In this case you will be required to complete and sign a Prohibited Employment Declaration.

Employment is conditional on satisfactory checks being completed and you not being identified as a prohibited person under the Act.

8. Reference Checks

Telephone reference checks are carried out on the preferred applicant(s) for the job after the interviews have taken place. Normally at least two referees will be contacted and asked questions relevant to the selection criteria and the job requirements and they will be asked to validate information provided in the written application and at the interview.

Ensure you have provided names and contact details of at least two referees who have supervised your work. Preferably one of the two should be your current supervisor.

You should be sure to advise the Selection Panel if you wish to be advised prior to referees being contacted.

9. Special Requirements

If you have any special requirements such as wheelchair access, the provision of translation services, including signing for people with hearing impairment, please advise us when you are invited for an interview so that the necessary arrangements can be made in advance and you will not be disadvantaged in any way.

10. Notification of Decision

The successful applicant will be contacted by telephone and a verbal offer of employment will be made. A written offer including conditions of employment will then be forwarded by mail.

If you attended an interview and you were unsuccessful, you will be forwarded written notification within 10 working days of the interview.

11. Feedback

All applications are dealt with strictly on the merits of the information in them, compared to the selection criteria and job requirements outlined in the Job Description.

Unsuccessful internal applicants should refer to the Local Government (State) Award with regard to post interview feedback.

Unsuccessful external applicants seeking post interview feedback may be provided with a response from the Convenor of the Selection Panel.

Thank you for your interest in applying for a job with Young Shire Council.