



## **Planning & Environment Group**

Locked Bag 5, Town Hall, Boorowa Street, Young NSW 2594

Ph: (02) 6382 1466 Fax: (02) 6382 1769

e-mail: [mail@young.nsw.gov.au](mailto:mail@young.nsw.gov.au)

## **Application Guide**

### **Notes for Prospective Applicants**

**Thank you for your enquiry regarding a position with Young Shire Council. The Council is an Equal Employment Opportunity employer and recruits using a merit-based system. Please read these notes carefully as they are designed to help you understand Council's selection process and put forward your best case for employment.**

### **The Selection Process**

#### **The Advertisement**

Every permanent position in Council is advertised in some form or other both internally and externally. From that simple disclosure, you should contact the nominated person and arrange for an information package to be sent to you, and you should take advantage of that contact to ask any questions that might assist you in your application.

#### **Your Application**

Your application is arguably the most important suite of documents involved in the selection process. Accordingly, you need to spend time preparing each of the documents. As there is no right or wrong way to format your application, what is suggested here is meant to be but a guide.

Your application should contain the following:

➤ **A covering letter (one page is adequate)**

Your letter needs to be so constructed as would entice a selection panel member to want to read the remainder of the application.

➤ **Selection Criteria**

This is the heart of your application. A selection panel is going to use this document as the means of short listing applicants.

For each position, there are *essential* and *desirable* criteria and these will be stated in the advertisement and/or position description. To be eligible for consideration as a candidate, **you must meet all *essential* criteria**. Should you fail to address and meet the essential criteria, your application is unlikely to be considered further.

If you do meet the *essential* criteria, the next level of consideration is the *desired* criteria. **You should meet all *desired* criteria**: it can only enhance your chances for further consideration.

➤ **Resume (or Curriculum Vitae)**

This document needs to show:

- who you are
- how you may be contacted
- your academic qualifications
- your **relevant** work experience (in respect to the job)
- your specific job skills
- employment history
- your dominant interests
- the names and telephone numbers of **two** professional referees

➤ **Photocopies (only) of relevant qualifications (including academic transcripts), skills, certificates, licences and other supporting documents.**

These documents should verify your claims and act as a means of demonstrating your special skills in relation to the position. **Do not send originals.**

As the selection criteria are so important, the best way to present this statement is to address each criterion by **stating the criterion** and then offering a **clear and concise explanation** as to how you meet the criterion.

**Sending Your Application**

Presentation and satisfying Council's administrative requirements are vital so we prefer you did not use any form of binding only staples.

Your application must be addressed as follows:

**“Confidential - *The Position Applied for*”  
Human Resources Officer  
Young Shire Council  
Locked Bag 5  
Young Shire Council NSW 2594**

You must send your application in plenty of time to **reach us by the due date**. Late applications will rarely be accepted if no attempt is made to contact us with a viable alternative.

**The Interview Selection Process**

On the first working day after the closing date, all applications will be collated, recorded and sent to the selection panel for short listing. The selection panel will normally consist of the positions immediate supervisor, a technical (or professional) specialist, and an impartial observer. Their job is to establish who shall be interviewed and then who shall be offered the position.

As soon as practicable after the closing date, all short listed candidates will be invited to attend an interview, at which time Council will advise where and when the interview will be conducted. If applicable, you will be informed of any skills/aptitude tests required to be undertaken. In order that Council can make appropriate arrangements, you need to advise any need for wheelchair access, an interpreter or any other special needs. Those who are not short listed will be advised.

A reference check of all candidates may be conducted prior to the interview to verify selected statements made in the application. The interview will be structured such that all candidates are asked the same questions. At the end of the interview, you will be given a chance to add other information not previously covered in the interview and ask questions of your own. **Remember, you want to convince the panel you are the best person for the position.**

### **The Final Selection and Post Interview Feedback**

On completion of the interview process, the selection panel will rank you against other candidates and then make a recommendation about who should be offered the position. That person will be verbally offered the appointment. If you accept, a letter will be sent to you to arrange an appointment for a pre-employment medical examination. When the medical results have been received a letter will be sent to you to confirm that you have the job. If you are not selected for the position, you can speak to a selection panel member, who will be able to give you constructive feedback on how you went in your application and interview. Should none of the applicants meet the selection criteria, the job may be re-advertised or the panel may want to interview you and others again.

***Remember, the selection panel chooses the person who best meets the selection criteria. The person recommended by the selection panel wins the job on merit alone.***

### **Self Checklist**

***Did you:*** Telephone the contact person for information about the job?  
Receive the information package?

***Do you:*** Know the closing date and where to send the application?

***Have you shown:*** The name of the position for which you are applying?  
Your name and address?  
Your contact address and phone number?

***Have you attached:*** A statement explaining how you meet the selection criteria?  
A current resume or curriculum vitae?  
Photocopies of your qualifications?  
The names and phone numbers of two current referees?

***Have you:*** Kept a copy of your application?