

# Applicant Information

## KEMPSEY SHIRE COUNCIL

Thank you for your enquiry regarding a position advertised by Kempsey Shire Council. The Council is an equal opportunity employer and uses merit-based selection techniques.

Please read these notes carefully as they are designed to help you understand Kempsey Shire Council's selection process and to put forward your best case for appointment.

Kempsey Shire Council chooses the applicant who best meets the selection criteria for the position. You will find these selection criteria in the advertised position description.

### The Position Description

Before a position is advertised, Council staff analyse the requirements of that position. They then develop a list of duties and the selection criteria (qualities to perform the job). This information is used in the Position Description. If you require further information on the position, a contact is listed in the advertisement.

The position description will give you all the details and an idea of whether you have the essential requirements to perform the role, and whether the job is what you are looking for. It details the necessary skills, abilities, experience and qualifications Council is looking for. This detail forms the basis of the Selection Criteria. The role description can be downloaded from the website or you can call Council on (02) 65663200 to request it.

As stated above, our selection process is based on an assessment of the relative merit of each candidate. We do this by examining how well your knowledge, skills and abilities meet each of the selection criteria in the advertised position description. 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 shows how you satisfy the selection criteria. Should you be selected for interview, a panel of people (2 or 3) will be responsible for selecting the successful applicant.

### Your Application

Although there is no right or wrong way to format your written application, **you must address each selection criteria**. Also, please include a current Resume/ CV.

To be considered for the position, you must address **all** ideal criteria.

Short listing (or selection for interviews) is based on how well your knowledge, skills and abilities meet the selection criteria. Write your application so that the selection panel can fully appreciate your capabilities against each selection criterion.

As an applicant it is your responsibility to demonstrate to the panel how you meet the selection criteria.

### The following information is required as part of your application:

- Statements that fully describe how you consider yourself suitable against each of the selection criterion. Do not simply state that you meet the selection criteria, but give examples or evidence which demonstrates how you have met them.
- Maybe you have transferable skills, ability or knowledge in areas relevant to the selection criteria but these skills, ability or knowledge have been developed outside the workplace. If so, you should include them as evidence of your capacity to meet the criteria, eg leadership, organising, coordinating role in a community group, etc.
- A Curriculum Vitae or Resume containing contact information (full name, address and telephone contact number) and a summary of your work experience. The summary should include where you have worked, positions held, period of employment and brief details of duties performed.

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- The names, position titles, addresses and telephone numbers of at least two work related referees who could provide comments against the selection criteria.
- Any other relevant information.

### **In your application you should:**

- Give complete information. Your application is a tool to sell yourself and is the first step in gaining an interview. Supply as much detail as is necessary to fully explain your capabilities.
- Be clear and concise;
- Be positive in the language you use. If you have been responsible for something, use active language (e.g. I implemented.....) rather than passive language (e.g. A system was implemented.....) or a plural (e.g. We implemented.....)
- Supply examples and figures to support your case (e.g. numbers of staff supervised; examples of suggestions which have been implemented, etc.)
- Supply a business hours contact phone number

### **Please do not:**

- Be long winded or pad your application with irrelevant information.
- Overstate your case. As part of the selection process, the panel may contact your referees.
- Include original documents, eg references, certificates, etc. or folders

Above all, remember that the selection process is competitive. Ensure that your application addresses the selection criteria, is well presented and clear.

## **Applying for a Position**

### Step 1: Assess your eligibility and suitability for the position

Before you apply for a position, assess your eligibility and suitability by carefully reading the advertisement and position description. Download the position description and this job application information.

### Step 2: Apply online

To apply for a position, you need to fill in an online application.

You ***will need*** to complete your application in ***one sitting*** as you will not be able to save the application or return to it at a later date.

Before commencing, read through the online application questions and check what information is required to be attached.

### **Complete online questions**

The online application will ask you questions about your qualifications, experience and other key requirements of the position. Your responses to these questions will help determine which applicants progress to the interview stage.

Please contact the person nominated in the advertisement or the HR Team if advice or assistance is needed in completing your application.

### **Attach your Resume and other information**

Generally, after completing the online application questions, you will be asked to attach your Resume or other supporting material to complete your application.

**Note:** All applications received will become the property of the Kempsey Shire Council. Applications will be retained on file and remain confidential and will not be distributed to any third party. Kempsey Shire Council

*may contact applicants on file to advise them of other opportunities in the organisation that may suit their experience and qualifications.*

Should you not have access to the internet for the on-line application process you can mail your application. Please ensure that your application and attachments are securely held together and;

**Address your written application to:**

PRIVATE AND CONFIDENTIAL  
TEAM LEADER HUMAN RESOURCES  
KEMPSEY SHIRE COUNCIL  
PO BOX 3078  
WEST KEMPSEY NSW 2440

**Please note: It is essential that you clearly identify the Position Title and Position Number as quoted in the advertisement.**

Please make mention of where the advertisement was sighted (e.g. Macleay Argus, Seek, Job Search Kempsey Shire Council Website)

**Step 3: Acknowledgement of your application**

Applications received through the on-line application process will receive an email of receipt of application, immediately.

Applications received through the mail will be acknowledged by letter or email within 10 days, where appropriate, after the closing date.

**Late Applications**

Where a closing date is advised applicants are responsible for ensuring they meet the closing date. The closing date, where appropriate, appears in the position vacant advertisement.

Applications received after the closing date will only be accepted in exceptional circumstances. The onus of proof regarding reasons why the closing date was not met will be on the applicant.

Late applications will only be considered up to the close of Short listing and in all cases the selection panel will assess each late application on its merits and the panel's decision will be final.

**The Interview**

Applicants are selected for interview based on the strength of their responses to the questions in the online application as well as their relevant knowledge and experience outlined in their resume and/or cover letter.

If you are shortlisted for an interview, you will be contacted by email, where you can make a selection of a suitable time on the nominated date. A confirmation email will then be provided advising of the interview date, time and venue.

If you are not selected for an interview, you will be advised by email as soon as possible after the shortlisting process has been completed (usually within 2 weeks of the closing date for the position).

The Selection Panel will endeavour to meet any special requirement(s) you may have to be able to attend the interview. Examples of special requirements may include wheel chair access or communication assistance. Please inform the Human Resources Unit - telephone (02) 6566 3326.

**All interviewees will be asked the same set of questions. These questions will have been developed by the selection panel to assess how well you match the selection criteria. Mostly you will be asked two types of questions: behavioural and situational.**

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

We suggest that you give some thought to the type of questions that you might be asked and also to answers that directly reflect your capabilities.

Other Selection Techniques - in certain circumstances, applicants may be asked to provide examples of previous work. Appropriate tests, structured group and individual exercises may also be elements of the selection process.

### **Reference Checks**

These are carried out only for the interviewee(s) with the strongest overall performances at interview. Where possible, the selection panel will obtain this information from either your present or most recent referees.

### **Pre Employment**

As part of Council's Work Health and Safety Policy short listed applicants who progress to the next stage will be contacted by telephone and requested to attend a **pre employment medical** at Council's expense.

A "Working with Children Check" may be required for some positions.

### **Notification of Appointment**

As soon as possible, usually within five (5) days following confirmation of the selection decision. Then all other interviewed applicants are notified of the decision within fourteen (10) working days of the selection decision.

### **Conclusion**

Hopefully you will have found this information useful in preparing your application. However, if you need more information or clarification on any part of this information, please phone the Human Resources Unit on 02 6566 3326.