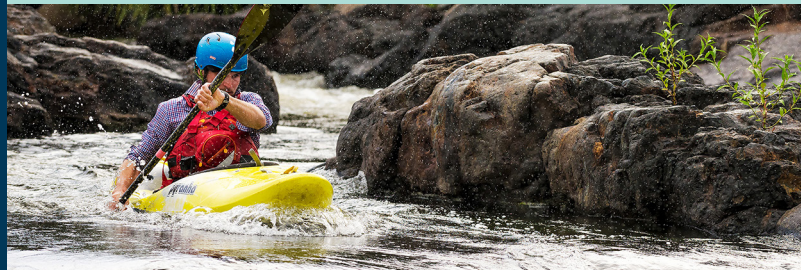


HOW TO APPLY for a job



HAVE YOU FOUND A JOB YOUR INTERESTED IN?

Carefully read the position description to see if you have the qualifications, experience, skills and personal attributes required for the role.

BEFORE YOU START

Once you start an online job application, you cannot save and return to it later.

We suggest the easiest way to prepare and review your application is to copy and paste the selection criteria (you'll find this in the position description) into a Word document. This will enable you to work on it until you are happy with your responses.

Check if any supporting documents have been requested as attachments (e.g. your resume, cover letter or qualifications). If so, make sure you have these readily available in electronic format. Please scan them in as one file as this is the only way they can be uploaded.

YOUR APPLICATION

Click on the job you wish to apply for. If you have prepared your responses in a separate document, cut and paste these responses into each question field.

Upload your resume along with any other documents requested for example: qualifications, licenses, Working with Children Check (remember they need to be in one file).

Click to go! Once you're happy your application is complete, click on 'Confirm' to submit your application. If the application is successfully submitted you will receive an immediate acknowledgement email.

KEEP INFORMED

Remember we'll be communicating with you via email so keep checking to see if you've been shortlisted for interview. You don't want to miss any vital communication so check your emails regularly. (Please make sure your email address is active and up-to-date)

FAQS

Can I save my application and come back to it later?

No. your application needs to be completed in one sitting. You cannot save it and come back to it later.

How do I answer the questions?

Some questions just require you to click on the button next to 'yes' or 'no'. Other questions require you to type your answer into the box. The answer box will expand as you type. You can use as many words as you like – there is no limit - but please be keep your responses concise.

Do I need to answer all the questions?

The questions marked with a small red asterisk or star, are compulsory and need to be completed in order to process your application. If you do not answer a required question, red writing will show you which answers need to be reviewed and which boxes cannot be blank.

NEED HELP?

Please contact one of our friendly People, Safety and Culture team members

People, Safety and Culture
02 6643 0850
council@clarencenew.gov.au

 **clarencenew**
VALLEY COUNCIL
www.clarencenew.gov.au

RECRUITMENT

and selection information



Applications for positions advertised by Clarence Valley Council must be submitted online. Applications will only be accepted in response to advertised positions.

HOW TO APPLY

Recruitment at Clarence Valley Council is based on merit. The candidate who best meets the selection criteria is the one who will be given preference for appointment to the position.

When applying it is important to prepare an application that demonstrates why you are the best person for the job and how your skills, knowledge and experience match the selection criteria.

You really need to download and read the Position Description to prepare your application.

LODGING YOUR APPLICATION

Applications must be lodged by the advertised closing time.

Just in case there's any technical hiccups, it's recommended you do not wait until the last minute to submit your application.

All applications are via our online portal, we do not accept hard copy posted, hand-delivered or emailed applications.

LATE APPLICATIONS

Late applications will only be considered in extenuating circumstances. Requests for late submission will be assessed on a case-by-case basis by the People and Culture team.

SELECTION CRITERIA

All Clarence Valley Council position descriptions list essential and desirable criteria. The criteria describes the skills, knowledge and experience needed to do the job. Applicants need to provide written responses to both the essential and desirable selection criteria.

Helpful hints

Try these five steps to help write your responses:

1. Open with a positive opening statement explaining why you have the required skill.
2. Provide an outline of a situation where you have used this skill.
3. Outline your role or responsibilities in this situation.
4. Outline in detail the actions you took to achieve the tasks.
5. Describe the result/s of your actions.

Remember to only use relevant examples, be concise and use dot points where appropriate. Responses should be easy to read with correct spelling and grammar.



A GUIDE TO SOME KEY WORDS USED IN THE SELECTION CRITERIA:

Demonstrated knowledge or skill - give examples that prove you have knowledge or possess the particular skills required.

Ability to - you may or may not have done this kind of work before. If you haven't you may have some transferable skills, knowledge and experience. Describe things you have done which prove you could do this kind of work, for example; if you need finance ability, have you managed your household budget?

Experience in - you need show you have done this work before. Give examples.

Effective, proven, highly developed, superior

- these are all asking you to show your level of achievement. Give as much detail as you can while remaining succinct. Give actual examples of your achievements not your previous work team achievements.

Sound communication skills - describe your experience in dealing with people, details of things you have written, and examples of problems you have solved using your communication skills.

REFEREES

The referees you include in your application should have supervised you in a position requiring performance of the skills/duties which you claim to have previously performed, and which align with the duties required of the position you're applying for.

This may not be possible for new entrants to the workforce, in which case the most relevant referees should be supplied.

You should let your referees know you have applied for a job with Clarence Valley Council. Give them some background on the position so if they get a call they'll be prepared.

CONTACT WITH COUNCILLORS

Councillors may only be used as referees where a genuine employer/employee or business relationship exists and the applicant can substantiate such an association.

Applicants who contact a Councillor to advance their application in circumstances will be immediately disqualified from being appointed to the position.



THE INTERVIEW AND SELECTION PROCESS

Selection involves the following:

SHORTLISTING

A panel (usually three people) will assess all applications to decide who will be interviewed. Applicants who best meet the selection criteria will be considered.

If you are shortlisted for the job you will be contacted via email and requested to attend an interview. You may be asked to provide some documents (e.g. evidence of qualifications, birth certificate).

If your online application is unsuccessful you will be advised by email.

INTERVIEW

The Selection Panel may use a number of methods to assess your ability to do the job, including work samples and/or practical assessments. We'll let you know this when booking the interview.

REFeree CHECKS

Your referees will be contacted if you are one of the preferred applicants for the position.

PRE-EMPLOYMENT SCREENING

A pre employment screening (at Council's expense) is part of the selection process. You will be contacted after the interview to make these arrangements.

AND FINALLY...

The successful applicant will be contacted by the Chairperson of the Selection Panel with a job offer. This offer will then be confirmed in writing. Should you wish to accept the position you may accept the position verbally, however you will also need to respond in writing.

Unsuccessful interviewee's will also be contacted by phone.