

Applying for a position with Kiama Municipal Council

Thank you for your interest in applying for a job at Kiama Council. This information will help you understand the recruitment process and to make the process easier when preparing and submitting your application. Kiama Council is an equal opportunity employer. We aim to select the best person for the job. We do this by examining how well your knowledge, skills and abilities meet the requirements of the position through your answers to the questions and your work experience in your resume.

Need to know

ALL applications must be submitted online and by the closing date & time. No late applications will be accepted.

Preparing your application

This is the first step in the process which is based on your online application. It is important to answer the questions fully to show how you meet the essential requirements of the position.

Find out more about the job: A link to the position description can be found within the advertisement. Alternatively, you can phone the contact person listed in the advertisement for a confidential discussion.

Ensure your email address is correct. **All correspondence will be sent via email.** Please check your emails regularly including your spam, junk and promotions folders.

Questions in the advertisement

It is important that you answer all of the questions in the online application. Your answers should demonstrate how your skills, experience and qualifications make you a suitable candidate for the role.

Answering the questions:

- Focus on providing examples that demonstrate the skills or experience relevant to the question being asked. You may use workplace or outside workplace examples.
- Give complete information, remember this is the tool to sell yourself with the purpose of gaining an interview.
- Be clear and concise.

If you don't answer the questions, it will be unlikely that you will be shortlisted for interview.

Resume

You must attach your resume which includes details of your employment history, education, licences and professional memberships.

Referees

You should include current details for at least two referees who can verify your work history. Referees should be people with whom you have worked, and ideally will be your current or most recent supervisor.

Reference checks will only be conducted after an interview for shortlisted applicants. Referees will be confirmed at interview and will not be contacted without your consent.

SELECTION PROCESS

Council receives your application

When you lodge your application, you will receive an automatic acknowledgment email that your application has been received.

Applications are shortlisted

A selection panel will shortlist applicants for interview. We aim to do this as soon as possible, however this is dependent on the number of applications received.

The interview

You will be interviewed by a panel (usually 3 people). They will ask you a set of questions developed to assess how well you match the requirements of the position. This is the opportunity for you to expand on your application.

To prepare, give some thought to the type of questions you might be asked and think of specific examples of situations that directly reflect your capabilities. Other elements of the selection process may include structured group or individual assessment or appropriate tests.

Pre-employment checks

We often ask preferred applicants to complete pre-employment checks.

This may include:

- Reference checks
- Qualification verification
- Pre-employment medical
- National criminal check
- Working with Children Check verification.

Offer of employment

We will select the successful applicant based on all the information we have gained throughout the selection process and make a formal offer employment.

Confidentiality

Your application will be treated with respect and confidentiality throughout the recruitment process.

Note: All correspondence will usually occur by email. Please check your emails regularly.