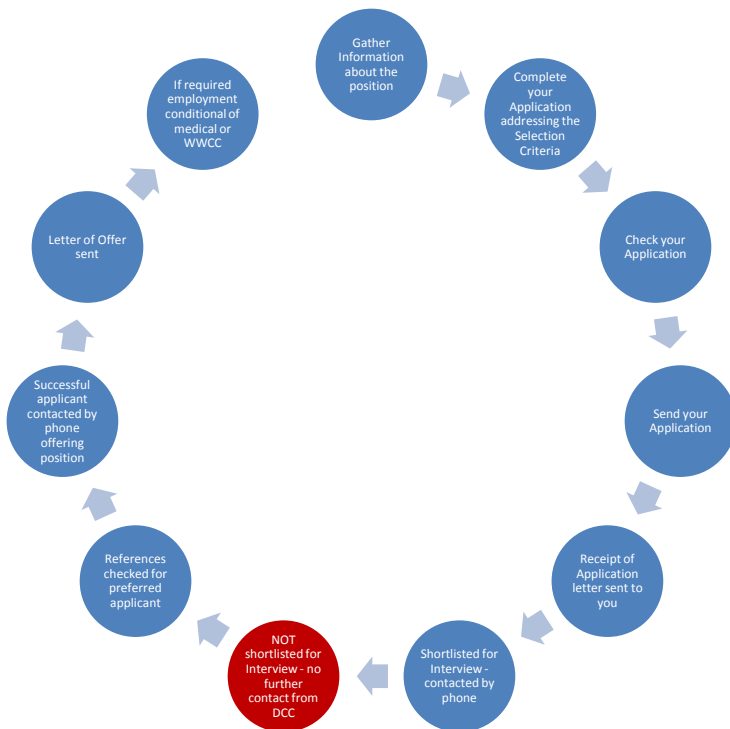


Guide to Applying for a Position



EXTERNAL

Guide to Applying for a Position

Human Resource Services

DUBBO CITY COUNCIL

DUBBO

The City of Dubbo is the regional service hub for the majority of New South Wales west of the Divide. Located on the Melbourne – Brisbane highway corridor, it has sustained consistent growth over the past 23 years. With an expanding local population of 40,000, Dubbo services a region of 120,000.

About this Guide

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

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

1. Information about the Position

Gather all the information about the position that you can, all vacant position information can be found on Council's website www.dubbo.nsw.gov.au then click on Careers at Council in the Quick Links drop down box on the left hand side of the screen.

Contact the Customer Service Centre and obtain the information kit. Read the position description and the advertisement carefully to understand what the position is about.

To obtain additional information about the position you may speak to the supervisor or manager of the position whose contact telephone number appears in the position advertisement.

2. Completing your Application

To be eligible for consideration as an applicant for a position a person **must** meet all **essential selection criteria listed in the position 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 position. 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.

You should avoid being long-winded in your written application or 'padding' with irrelevant information.

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 position 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. A staple in the top left hand corner is all that is required.

Make sure that you include the position title and reference number as stated in the position advertisement and tell us where you saw the advertisement.

3. Check your Application

- Read your application again; make sure that **all** the selection criteria have been addressed.
- Include the position title and reference number from the position 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 the application to 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:

General Manager
Dubbo City Council
PO Box 81
DUBBO NSW 2830

Applications should be emailed/faxed to:

dcc@dubbo.nsw.gov.au
Fax: (02) 6801 4259

Applications can be delivered in person to:

Dubbo City Council
Cnr Church & Darling Streets
DUBBO

5. Short listing of Applications

A panel of usually 3 members 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.

All applications will be acknowledged by Council's HR Services Branch in writing following the position 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 position requirements and are designed to help the Selection Panel assess how well your skills, knowledge and experience match the position 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 position.

It is suggested that you give some thought to the type of questions that might reasonably be asked and also the answers that accurately reflect your skills, knowledge and experience relevant to the position 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 position you are applying for. You will be advised of this when you are invited to attend the interview.

7. Working with Children Check & National Criminal History Check

For some positions 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 position.

For some positions it is an offence under the *NSW Criminal Records Act 1991* for a person with a criminal record to apply for or perform the position.

It will be stated in the position description if there is a requirement for either of these checks to be made and a reference to this will appear in the position 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. In the case of a National Criminal History Check you will be required to complete relevant form.

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

8. Reference Checks

Telephone reference checks are carried out on the preferred applicant(s) for the position after the interviews have taken place. Normally at least two referees will be contacted and asked questions relevant to the selection criteria and the position 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.

Please advise the Selection Panel if you wish to be contacted prior to Council contacting your referees.

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. Pre Employment Medical

For some positions a physical level of fitness is required to perform the position. In these instances the preferred applicant will be asked to undergo a pre employment medical with Council's provider. This appointment will be made for you by the HR Services Branch at a time convenient to you.

Employment is conditional on a satisfactory pre employment medical.

12. Feedback

All applications are dealt with strictly on the merits of the information provided which is compared to the selection criteria and position requirements outlined in the position description.

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 position with
Dubbo City Council**