

Recruitment and Selection Guidelines and FAQ



What should I do before applying?

Before you start your application it is important to read the position description. This outlines the duties and tasks and includes the selection criteria for the position.

How to Apply

- Agree to the Privacy Statement
- Complete your personal details and answer the questions on the first screen
- Select Next
- Tell us where you heard about the job
- Complete the uploads, as per the Application checklist

Application checklist

- **Cover letter** – A cover letter provides an introduction to your application, it should clearly state the title of the position you are applying for, be well organised and professional. Each cover letter should be individually tailored to the position for which you are applying.
- **Statement addressing selection criteria** – It is required that you provide a statement addressing each of the selection criteria with your application. The selection panel will be short listing by comparing your application to the selection criteria therefore it is important that you show clear connections between your qualifications, experience, skills and knowledge, and the selection criteria.
- **Resume/CV** – Should include full name and address, email address, contact telephone numbers, qualifications, employment history and other relevant experience or skills.
- **Referees** – Should include the names, position titles and contact details of two professional referees with your application, preferably including your current line manager. (We won't contact anyone unless you are a preferred candidate after the interview.)

Applying for a position

This is a guide to show the stages in a typical application process.

	Applicant	Northern Grampians
Stage 1	Review position description and selection criteria. To clarify any issues/queries speak with a member of the People and Culture team.	
Stage 2	Prepare your written responses to the selection criteria, resume and covering letter.	
Stage 3	Submit your application as per the How to Apply instructions above.	You will receive a confirmation email to your nominated address. If this does not arrive, please contact People and Culture to confirm your email address.
Stage 4	Your application will be considered by a selection panel for short listing.	Usually completed within two weeks of the closing date. If you are not shortlisted, an email advising you are unsuccessful will be sent.
Stage 5	If shortlisted a member of the People and Culture team will call and confirm arrangements for an interview and/or selection activities.	You will receive an email confirming your interview time, place and details of any selection activities.
Stage 6	Attend interview and other pre-employment requirements (if applicable).	If not successful you will receive a phone call from a member of the selection panel and confirmation email usually within four weeks of the closing date.

Stage 7	If you are the preferred candidate, you will be contacted and a letter of offer will be emailed to you.	Usually within five working days of your verbal offer.
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Questions and Answers

Will I receive a response to my application?

When you lodge your application online an email acknowledging receipt of your application will be sent. If this does not arrive, please contact People and Culture to confirm your email address was entered correctly.

Can I apply for more than one job?

Yes. You can apply for multiple jobs; however, you will need to submit a separate application for each job, addressing the selection criteria.

Can I check the progress of my application?

Yes. You can check your progress by contacting People and Culture on 03 5358 8700.

Are my personal details safe?

Yes. The Northern Grampians Shire Council treats personal information as confidential. The Council complies with the *Privacy and Data Protection Act 2014* to protect your rights and prevent misuse of personal information collected. Your personal information will not be disclosed unless the law permits it or your permission is given.

General information

Eligibility to apply

For all positions, you will be required to have work rights in Australia and will be required to provide evidence if your application progresses to the interview stage.

Pre-employment medical/security checks

Any offer of employment will be subject to a satisfactory police criminal check, and health assessment or medical examination (depending on the type of work) paid for by us.

All Northern Grampians Shire Council employees are also required to possess and maintain a current Victorian Working with Children Check, which is at a cost to the employee.

Equity matters

All appointments and promotions will be by merit. The Northern Grampians Shire Council is committed to Equal Employment Opportunity (EEO) strategies that aim to ensure fair outcomes in all areas of employment.

Methods of selection

All recruitment and selection processes will maintain the principles of competition on merit and ensure applications are assessed on fair, reasonable and consistent standards based on the selection criteria. Initial short listing will be based on your application, your resume and your responses to the selection criteria outlined in the position description.

Interviews of shortlisted applicants will be conducted for all advertised positions. The interview provides an opportunity to explain and expand on the information provided in your application as well as give you an opportunity to ask questions.

Further information

For further information please contact Sara Smith, Coordinator People and Culture, on 03 5358 8700.

