

Duty of Disclosure

You are obliged to disclose at the interview any information you are aware of that could impair or impede your performance in the position and should be considered by the panel in its assessment.

Reference Checks

If Council is considering employing you, it will make verbal contact with two or three recent referees. Also, for some positions, a check will be made of police records. The Selection Committee will discuss this with you at the interview.

Under the Child Protection (Prohibited Employment) Act 1998, it is an offence for a person convicted of a serious sex offence to apply for a position that involves working with children where the contact with children is unsupervised. This involves both paid and unpaid work. These positions will be identified in the advertisement for the position. A "Working with Children Check" will be conducted on the successful applicant before an offer of employment is made for an identified position. For further details, contact NSW Commission for Children and Young People on (02) 9286 7220.

Pre-Employment Medical Checks

Council has a duty of care under the Occupational Health and Safety Act 2001 to ensure that you will not injure yourself or others while you are at work. This is done through a Pre-Employment Medical Check conducted by Council's doctor (except under special circumstances). The doctor will advise Council if there are any medical restrictions that need to be taken into consideration if you were appointed to the position. Council will then decide whether the job can be adapted to take into account these medical restrictions. The doctor will not disclose any actual medical information to Council.

Checklist

Use this handy checklist to prepare your application :
Have I obtained all the information about the job?

- Job description
- Selection criteria
- Other literature
- More detailed information about the position
- Training and study requirements

Am I qualified?

- Educational requirements
- Work experience requirements
- Skill and ability requirements

Does my application include the following items?

- A covering letter, including Job Title and File No. Details of how you meet the essential selection criteria, including documentation of your relevant skills, knowledge and experience, and specific examples related to the criteria
- A resume that includes the following information:
 - personal information
 - employment history
 - educational qualifications
 - work related qualifications (including course)
 - brief summary of personal skills and/or attributes that may be of advantage in the advertised position
 - brief mention of appropriate personal interests

Do I have the following ready for the interview?

- Birth certificate
- Proof of legal right to work in Australia (if born overseas)
- Educational certificates, diplomas, degrees, etc
- Assessment certificates for any overseas qualifications
- Driver's licence
- References (work-related and personal)
- Samples of written work, reports, thesis, etc
- List of questions you would like to ask

If you have any questions about the job you would like to apply for, please call the Contact Officer on the advertisement, or visit the Council's website at
www.shoalhaven.nsw.gov.au

A a guide to applying for jobs

at Shoalhaven City Council

INTRODUCTION

Shoalhaven City Council is responsible for:

- *community development, planning and regulation, including building and development control*
- *community health and services including immunisation, childcare, library and services to disadvantaged*
- *recreational services such as public halls, parks and pools*
- *environmental management including waste management, pest control and preservation of trees*
- *design, maintenance and construction of local transport routes such as roads, footpaths and cycleways*
- *public utilities such as water and sewerage*

To provide services for the Shoalhaven area, Council employs a wide range of staff. Visible Council employees are in occupations such as road workers, rangers and librarians. But there are also less well known Council jobs such as caterers and computer operators just to name a few. Council has offices at Nowra, Bomaderry, Woollamia and Ulladulla and depots and public facilities throughout the Shoalhaven.

FINDING VACANCIES

Council's vacancies are advertised in local papers and other relevant publications in addition to the website at www.shoalhaven.nsw.gov.au. In some instances, Council will use specialised employment agencies or advertise in state or national newspapers.

You are required to apply for a position each time it is advertised even if you have sent in an application in the past. Changes may have been made to the position's selection criteria, hours or conditions of employment so ensure that you have the most up to date information about the job.

OBTAINING INFORMATION ABOUT THE JOB

The advertisement is a summary of what the job is and what kind of skills Council is looking for. If you have any questions ask the contact officer listed in the advertisement.

The contact officer can send you an information package that includes:

- a job description for the advertised position
- the selection criteria (this is a list of the skills abilities, knowledge and experience that Council is looking for in the successful applicant)
- other material, if appropriate

Or you can collect an information pack from the reception of the relevant office.

MATCHING YOURSELF WITH THE JOB

Having the Advertised Requirements

To be considered for an interview applicants must meet each of the **essential criteria** for the job. This includes documenting in your application relevant skills, knowledge and experience and providing appropriate examples, as well as detailing your relevant qualifications, certificates and licences to support your claim. Don't forget that you may have developed skills or have experience through voluntary or social activities (such as charity work, school and sporting committees, Toastmaster or school debating teams).

Salary and Location

The salary range and the location of the position will be in the advertisement.

Who can Council Employ?

Council, like all other employers, can only employ people who can legally work in Australia:

- Australian citizens
- New Zealand citizens
- permanent residents
- temporary residents (with permission to work)
- overseas students (with permission to work)

If you are offered a job with Council, you will have to prove you have a legal right to work in Australia before you start. This could include:

- For Australian citizen – birth certificate, passport, Australian citizenship certificate, evidentiary or declaratory certificate of Australian citizenship
- For New Zealand citizen – passport
- For Foreign Nationals (including Commonwealth citizens eg British, Canadians) – current Visa and/or entry permit in the passport

Or Council can check your Workright status with the Department of Immigration and Multicultural Affairs (DIMA).

Overseas Qualifications

It is your responsibility to have any overseas qualifications assessed by:

The National Office of Overseas Skills Recognition,
GPO Box 9880, CANBERRA ACT 2601; Tel:(02) 6240 8111
Or The Office of Assessments of Overseas Qualifications
255 Elizabeth Street, SYDNEY, NSW, 2010; Tel: (02) 9269 3518

Closing Date

Applications must reach Council by the advertised closing date.

The Interview

Your interview will be held with a Selection Committee of at least three people. Members of the Selection Committee are responsible for a fair, impartial and timely recruitment process, ensuring confidentiality is maintained at all times. Even if you know one or more members of the Selection Committee, you must still answer questions in the interview as though no member of the committee is aware of your employment background, skills and qualifications.

You may be asked a combination of technical questions and questions about your experience. These are designed to give you the opportunity to demonstrate your skills and abilities in relation to the job.

If you do not understand any questions ask for an explanation. Different phrasing may help you understand the question. Take your time to answer questions, and let the committee know if you need more time to gather your thoughts.

The interview is a two-way communication process. The Selection Committee will be finding out how well you meet the job requirements, and you should be finding out how well the job meets your requirements for such things as development opportunities and working conditions.

Original Documents

If you are interviewed for a position with Council, bring original documents to the interview so that the Selection Committee can sight the original (or certified true copies). The following documents will be required:

- Identification documents (eg birth certificate or passport and proof of any name change such as marriage certificate, decree nisi, deed poll)
- Eligibility to work in Australia (see 'Who Can Council Employ')
- Educational qualifications (including any approved overseas qualifications)
- Driver's licence

If you do not bring these documents to the interview and you are offered the job you will be required to show these documents before taking up your appointment.