

HOBSONS BAY CITY COUNCIL

E-RECRUIT CANDIDATE APPLICATION GUIDE

When considering applying for a position with Hobsons Bay City Council it is important to read the position description for the position you wish to apply for.

All advertised positions have a position description that you must read to support your understanding the position advertised. The position description describes the key responsibilities and duties of the role including position objectives, qualifications and experience required. You should read thoroughly as it outlines the selection criteria used as a basis for selecting the most suitable person for the position.

All enquiries regarding the position should be made to the person listed in the advertisement.

Applying for the role

Please apply for positions online through our **e-Recruit system** at http://www.hobsonsbay.vic.gov.au/Council/Careers_at_the_Council/Current_vacancies

e-Recruit also allows you to nominate the types of positions that you would like to be notified about in the future when registering with our e-Recruit system.

Your application must include the following mandatory information:

- a covering letter including the title of the position you are applying for, the position reference number and your contact number during business hours;
- an up to date resume including personal details, employment history, current position, prior experience and your qualifications; and
- a statement of response to each of the Selection Criteria as documented in the position description.

Applications are only accepted in response to advertised vacant positions. Unsolicited applications will be returned to the sender and due to privacy requirements, will not be retained by Council.

How to write a cover letter

A cover letter is an important part of a job application. It is a short letter that you send with your resume to introduce yourself and highlight how your skills and experience match the selection criteria of the role. When writing your cover letter, remember these points:

- keep it in traditional letter format with sender and recipient details and a subject heading followed by the body of the letter and signed off by you (preparing the letter in a professional way will not only show your skills at word processing, but indicate that you value how information is presented); and



- tailor your cover letter to each job you apply for and only write points that are relevant to the position that you are applying for;
- don't write an essay – stay within three or four paragraphs and be clear and succinct;
- Make sure that your spelling and grammar are correct; and.
- be positive in content, tone and word choice

Things to include in your cover letter

- *Introduction* – this paragraph outlines the position you are applying for, where you saw the position advertised and why you want the role.
- *Body* – the body should indicate that you understand the job requirements and outline how your qualifications, skills and experience meet the selection criteria of the role. It is also a great opportunity to show that you are enthusiastic and have a positive attitude about the role and Council.
- *Closing* – this section sums up the letter, mentions the attached or enclosed resume, and allows you to politely say that you look forward to hearing from Council to organise a time for an interview.

Résumé Tips

An effective résumé highlights your skills, behaviours, knowledge and experience for the vacant position. A good résumé is well structured, neatly formatted and flows logically. You should try to make your résumé easy to read through the use of point form and headings for each section.

Your résumé should include:

- name;
- address;
- contact details - phone number(s) and email;
- employment history starting with your most recent job and working backwards;
- education, a brief summary (ensure that you are able to produce documentary evidence of any formal qualifications required for the job);
- training being any additional training not covered in education; and
- personal achievements that are relevant to the job.

The best résumés demonstrate skills and competencies with evidence. When making a statement, consider the following questions:

- what value did you bring to the workplace or activity?
- how did your actions contribute to the goals of the organisation?
- what part, however small, did you play in cutting costs, increasing revenue, improving quality, saving time, using technology and/or motivating others?
- what were the business outcomes?



- providing strong examples will help support your application.
- talk about your achievements.

Rather than simply listing job duties in your employment history, try to demonstrate your achievements by explaining how they helped the business, what you learned or the commitment level involved.

How to Respond to Selection Criteria

An important part of applying for a position with Hobsons Bay City Council is responding to the selection criteria. These are clearly described in every position description.

You must address each selection criteria using short statements that explain your specific capabilities for each of the criteria. These should be approximately one to three paragraphs in length for each criterion but should be expressed concisely. It is important to include specific examples or situations where you have demonstrated each criterion.

You must be able to demonstrate the essential qualities to be considered for the position. If you can also demonstrate the desirable qualities, this will strengthen your application.

Your aim should be to show how, through your workplace skills and experiences, you have been able to successfully handle key situations similar to those which you will be likely to face in your job. Using specific examples is a good idea but it is essential that you keep focused on answering the specific requests of each criterion. Examples can come from all sorts of situations including previous jobs, experience gained outside of work and from formal study.

The kind of responses you will write for selection criteria will depend on the kind of job you are applying for. One way to respond is to use the STAR model:

1. **Situation**—Outline a specific circumstance where you developed the particular experience or used the required skills or qualities. Set the context of the situation.
2. **Task**—What was your role? What did you have to do?
3. **Actions**—What did you do and how did you do it?
4. **Results**—What did you achieve? What were the results of what you did?

Submitting your application

All applications need to arrive before the closing date as stated in the advertisement for the position. Applications are dealt with the strictest confidence and in accordance with the Information Privacy Act. Details contained in your application will not be provided to any person not directly connected with processing your application without your permission.

We request that you apply by using our **e-Recruit system online** if you have computer access. If required you can post in your application to the below address

HR Recruitment
Hobsons Bay City Council
PO Box 21
Altona Vic 3018

The selection process

Hobsons Bay City Council is an equal opportunity employer that aims to recruit employees based on merit, who will support and promote the vision, values and strategic objectives of Council.

At the closing date applications are reviewed by the interview panel selection group for suitability, based on qualifications, skills and experience against the selection criteria. Applicants that best meet the selection criteria will be interviewed.

The Interview

Applicants will be interviewed by three employees from Council. The panel usually includes the manager or supervisor, a member of the team in a similar or senior role to the vacant position and one other person from the Council. Interviews take approximately 45 minutes to an hour and will draw on behavioural-based interviewing techniques. Senior positions may be required to undertake psychometric testing.

The interview is a crucial part of the recruitment process. It gives you the opportunity to expand on key points in your application and further demonstrate your suitability for the role. It also provides an opportunity to ask questions in order to obtain a more detailed picture of your capabilities and personality. Here are some tips for a successful interview with Council:

Create a good impression

- it is important to make a good impression as first impressions last. You should dress according to the workplace. You should wear corporate business clothing, however, if it is an outdoor position, neat casual clothing is suitable.
- at the interview, try to relax and act naturally. Maintain good eye contact with the selection panel and convey your interest by answering questions in a positive manner.
- be thorough in your answers.
- your application and interview may be the only opportunities to promote yourself so you need to communicate why you're the best person for the job. Make sure you have done your research and have examples of your work ready to share (if appropriate and without breaching confidentiality) as they will demonstrate your knowledge, skills and thought processes.

Consider questions carefully:

- most of the interview will be about the selection criteria so you should focus on these during your preparation. When asked a question, take the time to think about your response. Answer questions honestly, directly and stick to the point. A detailed yet clear response may be what distinguishes you from other candidates. If you're not sure about the question, simply ask the interviewer to rephrase it.

Further Information

To be eligible for employment at Hobsons Bay City Council you must be an Australian citizen, permanent resident of Australia or be legally entitled to work in Australia. We may request evidence of this prior to your appointment.

Physical capacity assessment

For 'non administrative' positions, applicants must undertake a physical capacity or medical examination as part of the assessment process. The outcome of the assessment may determine whether you are employed in a specific role.

Criminal record check

A Criminal Records Police Check must be undertaken prior to employment for all persons who are the preferred applicants for positions where there is a direct contact with clients, including aged, disabled persons, juveniles, children and infants. An unsatisfactory assessment may result in you not being appointed. An applicant who refuses to complete the appropriate forms will not be appointed.



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Working With Children Check

In 2006, the Victorian Government introduced new legislation titled the 'Working with Children Act'. This Act requires all persons working with children, up to 18 years of age, to make an application for a new identification card.

Hobsons Bay City Council requires staff working in child related positions to hold a current Working with Children Check Card and to provide the Council with proof of this. Any changes to the status of an employee's Working with Children Check must be advised to the Council immediately.

Qualifications

If a qualification is listed in the selection criteria, you will be required to provide Council the original or certified copy prior to your commencement.

Probationary period

All new permanent employees will be required to complete a six month probationary period before their employment status can be confirmed as permanent. The requirement for a probationary period will be stated in the position description and is also included in the letter of offer.

For more information on applying for a position, please contact the Organisation Development department on 03 9932 1207 or 03 9932 1092.

Hobsons Bay City Council

115 Civic Parade, Altona
PO Box 21, Altona 3018

Telephone (03) 9932 1000
Fax (03) 9932 1039

NRS phone 133 677 and quote 03 9932 1000

Email customerservice@hobsonsbay.vic.gov.au



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