

# LACHLAN SHIRE COUNCIL



## HOW TO APPLY FOR POSITIONS APPLICANT INFORMATION

This information pack is designed to provide applicants with assistance in the submission of an application for employment with Lachlan Shire Council, a local government employer located in Condobolin, New South Wales.

Condobolin is set on the banks of the Lachlan River in a pastoral town of approximately 3,500 people offering a unique rural lifestyle, boasting modern facilities, schools, shops, health services and an exceptional range of recreational pursuits whilst being located only 1 hour from Parkes.

### Types of Advertisements

#### ***Adverts that stipulate a Position Vacant:***

This indicates that you **MUST** submit a covering letter, an up to date resume and address the 'Essential' and 'Desirable' criteria as listed in the position description.

Without these three items, the Selection Committee will be unable to determine whether or not you would be able to successfully undertake the position and therefore could not short-list you to interview stage.

#### ***Adverts that stipulate an Expression of Interest:***

With an advert like this you only need to submit a covering letter and up to date resume. Expressions of Interest advertisements are utilised by Lachlan Shire Council to determine whether there is interest in a particular role from within or outside Council.

An Expression of Interest **DOES NOT** indicate that a position is currently vacant.

# JUST THE FACTS - SUMMARY

[www.lachlan.nsw.gov.au](http://www.lachlan.nsw.gov.au)

- You will need the position description. You can get this from Council or our website. On the last page it will list the essential and desirable criteria. **Essential criteria** is the minimum requirements that an applicant needs to undertake the position. **Desirable criteria** is additional skills or qualifications that Council would like to see the applicant already have to do the job well. **HOWEVER**, if you do not meet all of the criteria you may still get an interview.
  
- Write a covering letter. This can be hand written or typed.
  
- You must make a claim regarding your suitability for the position. This simply means that you should write about your ability to meet the Essential and Desirable criteria – all the criteria, regardless of whether or not you meet the criteria. Addressing the criteria can be written in the covering letter or on a separate piece of paper (*e.g. Desirable Criteria - Senior First Aid Certificate – “I do not have a senior first aid certificate, but am willing to obtain one”*).
  
- Along with your covering letter and the essential and desirable criteria claim, you must submit an up-to-date resume. Your resume can be hand written or typed.
  
- Applications can be submitted via email, post, fax or hand delivered to Chambers in Condobolin and must reach administration by 4:30pm on the date of closing.

**Post to:** General Manager  
Lachlan Shire Council  
PO Box 216  
CONDOBOLIN NSW 2877

**Fax:** (02) 6895 3478

**Email:** HR@lachlan.nsw.gov.au

**Hand deliver:** 58-64 Molong Street, Condobolin

- Council will then post you a receipt confirming the date your application was received.
  
- Any questions, please call Human Resources on (02) 6895 4444.

## Location of Advertisements

All positions with Lachlan Shire Council are advertised in a manner sufficient to attract a suitable pool of applicants.

Council utilises a range of advertising media from time to time, not limited to:

- Council's website ([www.lachlan.nsw.gov.au](http://www.lachlan.nsw.gov.au))
- Local newspapers: Condobolin Argus, The Lachlander and Lake News
- Further afield: Southern Weekly, Western Magazine, Sydney Morning Herald
- Local Government Job Directory ([www.iob-directory.com.au](http://www.iob-directory.com.au))
- Online advertising (e.g. Seek, Council Jobs Online)
- Employment Agencies

## Researching the Position

You **MUST** obtain a position description for the position you wish to apply for. You can get this Position Description from Council's website at [www.lachlan.nsw.gov.au](http://www.lachlan.nsw.gov.au) or by contacting the Human Resources team on (02) 6895 4444.

It is essential that you read the position description before preparing your application to ensure you refer to each specific 'Essential' and 'Desirable' selection criteria in your application.

## Your Application

### *The Covering Letter*

A brief covering letter should be included with your application. This letter should include the name of the position you are applying for, where you sourced the advertisement, e.g. Sydney Morning Herald and the date this position was advertised.

### *Claim regarding suitability for the position*

After you have completed your covering letter, you **MUST** then address all the selection criteria in your claim for the position which demonstrates that you have the necessary skills, qualifications, knowledge and/or experience in each aspect of the criteria. It is important that you address all of the 'Essential' and 'Desirable' criteria in your application, whether or not you possess all the necessary skills, qualifications or experience.

You should list each 'Essential' and 'Desirable' requirement and then describe how your skills, experience and qualifications allow you to fulfill each requirement.

As you address each selection criteria, make sure you explain what you have done, how you did it and any other relevant proof that helps you adequately demonstrate the points you are making. Remember, it is not good enough to simply state that you know something or have done something. The Selection Committee will want to see some proof of your abilities and knowledge. Addressing the 'Essential' and 'Desirable' criteria is the best way to do this.

**For Example**, if the selection criteria requires you to have a "working knowledge of the Occupational Health and Safety Act", your answer should include such things as:

- An outline of your understanding of the Occupational Health and Safety Act.
- How you apply the requirements of the Act to the workplace.
- Examples of how you have applied OH&S in practice.

You should never answer with a single statement saying "I have a good working knowledge of the OH&S Act".

Where your application refers to a certificate, licence or qualification, you **MUST** include a copy with your application. You will also be required to produce the original documents if selected for interview. Failure to do so may exclude your application from consideration.

Another suggestion is not to assume anything. The Selection Committee will make decisions based on the content of your application. For example, don't assume the Selection Committee knows what a Customer Service Officer or a Plant Operator does. All jobs are different and require different skills. You should provide as much detail as possible without generalising. Above all - be honest and really sell what you have to offer, even if you are already a member of staff.

## **Your Resume**

Your resume (otherwise known as a Curriculum Vitae) provides the Selection Committee with the personal details and other necessary information to assist in the recruitment process.

Your Resume should include:

- Your personal contact details;
- A statement outlining your career objectives (optional);
- Your education qualifications (put your most recent qualification/s first and then work backwards);
- Your employment history (put your most recent position first and works backwards);
- It is important to provide details of your present/previous employers name and location, the length of time you were employed, your position title and a brief outline of the duties performed in that position;
- You must list at least two professional (2) referees. Referees should be current or previous employers/supervisors/managers who can provide information about the position you held and your work performance.
- Personal referees are useful if you have no previous work experience.

**N.B.** Remember to ask your referees for permission before lodging an application.

Again, you should not assume that because you have previously applied for a position with us that we will automatically refer to your previous application to view your resume if you do not include it. You must submit a new and current resume each time you apply for a position.

## **Employment Eligibility**

Only Australian Citizens or those eligible to work in Australia will be offered positions with Lachlan Shire Council. You may be required to provide one of these documents as proof:

- Australian Birth Certificate
- Australian Citizenship Certificate
- Passport including a valid work visa for Australia

Some positions may require a Working with Children Check through the NSW Commission for Children and Young People and/or a Criminal Record Check through the Australian Federal Police in order to take part in the recruitment process. Lachlan Shire Council will bear the cost of these two employment checks.

## Submission of Applications

Applications may be submitted by the advertised closing date in the following ways:

**Post to:**

General Manager  
Lachlan Shire Council  
PO Box 216  
CONDOBOLIN NSW 2877

**Personal Delivery:**

General Manager  
Molong Street  
CONDOBOLIN NSW 2877  
*(hand your application in over the counter)*

**Email:** The contact email address will be listed on the advertisement for the position

**Fax:** (02) 6895 3478

**N.B.** You must send in your application in plenty of time to reach us by the due date. Late applications received by Human Resources after the due date WILL NOT be considered.

## Receipt of Application

When your application has been received, you will be sent acknowledgment confirmation within 5 working days.

On the first working day after the closing date, all applications will be collated and sent to the selection panel for short listing. The Selection Committee will normally consist of the position's immediate supervisor, a technical (or professional) specialist and an impartial observer (normally a team member from Human Resources).

## Role of Selection Committee

It is the Selection Committee's job to establish who shall be interviewed based on the quality of applications received. It is then the Selection Committee's role to interview the short listed candidates and determine who is the most suitable person for the position.

The Selection Committee must follow the guidelines listed in the Local Government Act relating to recruitment which stipulates that appointments are to be based on merit. Basically this indicates that: ***only a person who has formally applied for a position may be selected, and that the applicant who has the greatest merit should be selected.***

Merit means selecting the best applicant for the position based upon: ***the nature of the duties of the position and the abilities, qualifications, experience and standard of work performance of those persons relevant to those duties.***

Under the Act, Lachlan Shire Council reserves the right not to appoint to a position.

## Readvertising the Position

If the Selection Committee determines that none of the applications successfully meet the selection criteria the position may be readvertised, before going to interview. You will be advised in writing accordingly.

Alternatively, following interview, the position may also be readvertised at which time you would not be required to resubmit your application. You will be contacted and then advised in writing. Please note that the Selection Committee may wish to re-interview you and any other applicants after a second round of interviews. Whatever the outcome, you will be contacted accordingly.

## The Interview

Applicants selected for interview will be informed of the interview date, time, location and any other information the Selection Committee may require. You are also requested to bring with you all original qualifications, certificates and licences etc quoted in your application for verification.

Prepare for the interview by thinking of as many questions you think may be asked and prepare answers to these questions. A good tip is to research the organisation you are applying to. This will help you structure your answers. Lachlan Shire Council's website ([www.lachlan.nsw.gov.au](http://www.lachlan.nsw.gov.au)) hosts many interesting facts and figures about the Shire and Council itself.

Remember to always be on time and take care with your presentation. Make a list of questions you would like to ask the Selection Committee. Selection Committees view questions favourably.

## Referee Checking

Once the Selection Committee has short-listed applicant/s from interview stage, referee checks will begin. Your referees will be asked to provide an overview of your previous/current work performance and verify information provided in your application and interview.

As a result of an applicant being interviewed, the Selection Committee will commence contacting referees listed on your application (if you have been successfully short-listed from interview). It is wise to seek your referee's approval before submitting their name with your application.

## Short-Listed Applicant Selection

Once the referee checks have been completed and the Selection Committee is satisfied with the information received the preferred applicant/s will be contacted by phone and asked to attend a Pre-Employment Functional Capacity Assessment. Whilst Lachlan Shire Council will bear the cost of a Pre-Employment Functional Capacity Assessment, it is up to the applicant to make appropriate travel arrangements to get to and from such an appointment, at their own cost.

## Offer of Employment

Once a satisfactory Pre-Employment Functional Capacity Assessment is received, along with confirmation of a successful Working with Children's Check and/or Criminal History Check from the Australian Federal Police (where appropriate), the Selection Committee will finalise their decision. The successful applicant will be notified by phone and an offer of employment made. Applicants who wish to accept Council's offer should sign the Acceptance of Letter of Offer within seven (7) days and return to Human Resources prior to commencement.

Applicants who are unsuccessful following interview will be advised in writing.

## Further Information

You can contact Lachlan Shire Council's Human Resources team during business hours (8:30am to 4:30pm Monday to Friday) on:

**Phone:** 61+ (2) 6895 4444    **Fax:** 61+ (2) 6895 3478    **Email:** [HR@lachlan.nsw.gov.au](mailto:HR@lachlan.nsw.gov.au)

If you require information about a position, please telephone Human Resources or visit our website.

We hope that you have found this information helpful in preparing your application.