



Clarence... a brighter place

## Advice to applicants

### Unsolicited Applications

Unsolicited applications are held on file for a period of six (6) months. During this time, we may contact you if an applicable position arises. At that time a complete application will be required (as detailed below). Please note, however, that it is advisable to regularly check the Positions Vacant section in The Mercury newspaper. Applications should be addressed to the General Manager, Clarence City Council, PO Box 96, Rosny Park 7018.

### Advertised Positions

It is important that if a position is advertised that you contact the person listed in the advertisement to obtain the relevant information for the position. This will normally include:

- A copy of *General Information - Employment Applications*
- A position description
- The selection criteria (will be included in the position description)
- A checklist for applicants

Clarence City Council is an Equal Opportunity Employer and therefore selections to positions are based on merit. Appointments are not influenced by factors that discriminate against a person such as age, gender, marital status, pregnancy, ethnicity, sexual preference, culture, religion or disability. Selection is based on an applicant's ability to fulfil the requirements of the role.

### Preparing your application

You should provide the following documents when submitting an application for employment. It is important to take your time preparing these documents, as the selection panel will only have this information on which to base their opinion as to whether you will proceed to the interview stage. Suggested documents for inclusion are:

- Covering letter
- Statements that address the selection criteria
- Current resume
- Any other relevant information

## **Covering Letter**

The covering letter is your way of introducing yourself. It should be concise, stating the position you are applying for, the documents you have enclosed and also the reason why you are interested in the position. It is a good idea to try and keep the covering letter to one page.

## **Statement Addressing Selection Criteria**

All applications must include a statement addressing the selection criteria. This information will be used by the Selection Panel to match your skills, qualifications and experience against those required of the position. To make it easier for the Panel to assess your application, it is suggested that you copy out each heading from the Selection Criteria and provide specific examples and evidence detailing how you meet, or have the potential to meet, each element. It is important to provide all information directly related to each selection criteria as only those who demonstrate that they best meet the criteria will be successful in reaching the interview stage.

## **Current Resume**

Your resume should detail your employment history, including:

- Details of the positions you have held
- Dates of employment
- Brief outline of duties undertaken, responsibilities, etc
- Major achievements
- Education and training

Details of names of at least two referees should also be included (preferably your current or a recent supervisor). If you are unable to provide names at this stage please make sure, if selected, that you bring these details to the interview.

## **General Information**

If possible, your application should be typed.

For ease of processing, please DO NOT send your application in bound or enclosed folders.

Stapling your application is sufficient and makes it much easier to process.

DO NOT send originals of official documents.

Make sure your application reaches us by the closing date. Late applications may not be accepted.

## **Lodgement of Applications**

### **By Mail:**

The General Manager  
Clarence City Council  
P O Box 96  
ROSNY PARK  
7018

### **In Person:**

Reception  
Council Chambers  
38 Bligh Street  
ROSNY PARK  
By Email: [clarence@ccc.tas.gov.au](mailto:clarence@ccc.tas.gov.au)  
By Fax: (03) 6245 8700

## **Assessment of applications**

After applications have closed, you will receive an acknowledgment letter so you know that we have received your application. The Selection Panel will then assess all applications against the selection criteria. The Panel will carefully screen all applications to determine who best meet the criteria. For many positions there may be a large number of applicants which is why it is so important to ensure your application is of a high standard (please check it carefully) and addresses the criteria.

## **The interview**

Applicants selected for interview will be contacted by a member of the Human Resources Group. This process normally takes 2 - 3 weeks from the date applications closed. Those applicants not selected for an interview are not advised until after first round interviews have been conducted. This allows the Panel to return to the applications should initial interviews not result in a suitable applicant being identified.

The Interview Panel will normally consist of at least three people; two people from the group where the vacancy exists and a representative from the Human Resources Group. The interview will follow a standard line of questioning for all applicants; however supplementary questions may be used to clarify some areas in relation to the selection criteria. If names of referees were not provided with your application the Panel will request contact details at this stage.

## **After the interview**

After interviews have been completed, the Panel will contact the preferred applicant's referees and prepare a report to the General Manager detailing the outcome of the interviews and referee check. Contact will not be made with the preferred candidate until the

General Manager has endorsed the Panel's recommendation. Accordingly, it may take up to two weeks for the successful candidate to be advised.

After the Panel's recommendation has been endorsed, a member of the Human Resources Group will contact the preferred applicant and arrangements to have a mandatory pre-employment health assessment will be made. A written offer of appointment may then be forwarded subject to the outcomes of the medical assessment.

Applicants who attended an interview and were not selected for the position will not receive written notification until the preferred candidate has formally accepted the offer of appointment. This will normally take around four weeks from date of interviews, however, if negotiations are extended it may take up to six weeks. In protracted instances like this, a member of the Panel may ring interviewees to advise them verbally of the current situation. The process is left open at this stage in case negotiations are unsuccessful with the first preferred candidate.

## Application checklist

Before you forward your application, take a moment to check that the following information has been included:

- Covering letter
- Statement addressing selection criteria
- Names of 2 referees
- Contact details
- Current resume
- Copies of relevant documents

Further checks:

- Read all information
- Double checked closing date
- Typed application, if possible
- Stapled (no folder required)

Thank you for your interest in our organisation.