

# How to apply for a position with the Town of Gawler

The Town of Gawler is committed to excellent customer service, best practice management and equal opportunity.

We believe that what we do is important and makes a difference to our communities so we want to employ talented people to help us achieve our goals. In aiming to be an 'employer of choice' we are providing a range of benefits to employees of the Town of Gawler and a list of these is available on our website.

On our website you will find information about current employment opportunities at the Town of Gawler including:

- a brief description of each vacancy; and
- a copy of the position description for you to print or download.

We conduct pre-employment checks which may include:

- a referee check
- a Police check
- a criminal record check (for certain positions)
- a medical assessment (including drug and alcohol testing)
- an Australian Work Eligibility check
- sighting of relevant qualifications
- assessment tests.

The information below sets out what you need to know and do to apply for a job with us.

## The Selection Process

### The Advertisement

Obtain the Position Description and review the role's key result areas and essential criteria. It might be helpful to contact the nominated contact person to ask any questions you have about the role that might assist you in your application.

### Your Application

Your application is an important part of the selection process. To give yourself the best opportunity to become the preferred candidate, you will benefit in spending time preparing your application. The following information will provide guidance on how you might go about preparing your application. As a minimum, it should contain the following:

#### 1) Covering Letter

Your letter will be about one page in length and should entice the selection panel to want to read the remainder of your application. It is your opportunity to sell yourself.

#### 2) Statement of claims against Selection Criteria (Essential Criteria) requirements

Your statement of claims will outline your experience and skills in relation to the Selection Criteria. It is the heart of your application. This statement will be anything up to 5 pages long.

As the selection criteria is so important, the best way to present this statement is to address each criterion with its heading, ie 1) qualifications, 2) skills, 3) knowledge, 4) attributes and 5) experience and then offering a clear and concise explanation as to how you believe you meet each one.

A selection panel will determine how well applicants meet the Selection Criteria and prepare a short list for interview. For each position, there are *essential* and *desirable* criterion in the position description. To be eligible for consideration as a candidate, you **must** substantially meet the *essential* criteria. If you are unable to do this, your application is unlikely to be considered further.

If you closely meet the *essential* criteria, the next level of consideration is the *desired* criteria. Meeting most of the desired criteria will enhance your chances to proceed to interview.

### **3) Resume (or Curriculum Vitae)**

Your resume should show:

1. who you are
2. how you can be contacted
3. your academic qualifications (refer to (8) below).
4. your specific job skills
5. employment history (particularly any relevant history that relates directly to the requirements of the position)
6. the names and *current* telephone numbers of two referees (who can speak about your employment skills and experience)
7. copies (only) of relevant qualifications (including academic transcripts), skills, certificates, licenses and other supporting documents. These documents should verify your claims and act as a means of demonstrating your special skills in relation to the position. **Please do not send original documents.**

### **Submitting your Application**

You should send your application to ensure it reaches us by the due date. Council operates in an electronic environment, therefore please do not present your application bound, stapled, in plastic sleeves or in duplicate. Below are three options to send your application to us.

1) Hand Delivered, addressed as per 2) below.

2) Mailed, addressed as follows:

"Name of The Position Applied for"

Attention: (name of Contact Person stated in the advertisement)

Town of Gawler

89 Murray Street

Gawler, SA 5118

3) Emailed, addressed to [employment@gawler.sa.gov.au](mailto:employment@gawler.sa.gov.au) !

### **The Interview Selection Process**

After the closing date, all applications will be collated, recorded and given to the selection panel for short listing. The selection panel will normally consist of the position's immediate supervisor, a technical (or professional) specialist and a staff representative, usually from the work group. Their job is to recommend who will be interviewed, what the selection process will involve and then who will be offered the position.

As soon as practicable after the closing date, all short listed candidates will be invited to attend an interview.

We will advise where and when the interview will be conducted. If applicable, you will be informed of any psychological assessments or skills/aptitude tests required to be undertaken. If you are successful in gaining an interview, you must advise us of any special requirements you need, e.g. wheelchair access, an interpreter or any other special needs. Those who are not short listed or are

unsuccessful at interview will be advised of the outcome after an offer has been made and accepted by the successful candidate.

## **The Final Selection and Post Interview Feedback**

Following the interviews, the selection panel will rank you against other candidates and make a recommendation about who should be offered the position. Reference checks of leading candidates will be conducted to verify selected statements made in the application and to validate claims made about skills, experience and achievements at interview.

A verbal offer will be made to the preferred candidate. Following verbal acceptance, a letter of offer will formalise the selection.

If you are not selected for the position, you will receive a letter informing you of the outcome. You can speak to a selection panel member, who will be able to provide constructive feedback on how you went in your application and interview. They will not give information regarding the successful candidate.

Further employment opportunities (and /or employment advice) can be found at the following websites:

### **Shape Your World (careers in local government)**

Give yourself the power to change the world you live in - from the streets and parks you use to events, facilities and services your community enjoys. Local Government provides great conditions and empowers you to put your ideas into action.

With more than 9,000 people working in 68 Councils, local government is one of South Australia's largest employers. SA Councils have from 10 to 600 staff and range from fast-paced metropolitan environments to rural and coastal regions, offering something for every personality.

<http://www.lga.sa.gov.au/site/page.cfm?u=1233>

### **Career One**

This site features descriptions and education requirements for 600 occupations, helpful hints for the job search and writing application letters and an overview of other government assistance to help people into work or training or education.

<http://www.careerone.com.au>

### **Australian Job Search**

This site features vacancies listed by Job Network Services around the country, some national newspapers, Commonwealth Public Service Gazette, individual employers and recruiters. Also includes 'improving your resume?'

<http://jobsearch.gov.au/findajob/MapLv12.aspx?NewJobs=&regionkey=SA>

### **The Job guide**

This site features descriptions and education requirements for 600 occupations, helpful hints for the job search and writing application letters and an overview of other government assistance to help people into work or training or education.

<http://www.jobguide.thegoodguides.com.au>

### **Fairfax Communications Employment**

This site includes employment listings from the Sydney Morning Herald, The Age and the Financial Review as well as South Australian Listings.

<http://www.mycareer.com.au>