

Preparing your Application

for a Position with

Southern Midlands Council



The first step in the selection process is to prepare and submit a written application. The written application is an important first stage in demonstrating your claims to the Selection Committee. Many applicants do not proceed past the first stage of assessment as they have not provided sufficient information in relation to the selection criteria.

The following documents are required as part of your written application:

Covering letter

It is recommended that you include a covering letter with your written application as it allows you to introduce yourself and to highlight the reasons you are seeking this position with Council.

Claims against the selection criteria

The Council requires that you submit an application that addresses each of the selection criteria. This document will assist the Selection Committee to establish whether you have the relevant knowledge, skills, qualifications and experience to meet the specified criteria. In addressing the selection criteria, please provide information in relation to your work history, qualifications, knowledge, skills and experience which is directly related to each selection criterion, as it is not sufficient simply to claim that you meet the criteria.

Current Resume or Curriculum Vitae

A resume is a history of your employment and work experience and should cover the following areas:

- Your employment history in chronological order, starting with your current employment;
- Details of the positions you have held including dates of employment, capacity in which you were employed, where you were employed and a

brief outline of the main duties, responsibilities, and major achievements;
and

- Your educational qualifications and professional affiliations that detail the full title of the qualification, the year awarded and the full title of the institution attended.

In relation to your written application, please note the following:

- Your application should be typed;
- The Council is unable to return your application to you. It is therefore suggested that you retain a copy of your written application for your reference;
- Please submit copies of official documents;
- Please staple/clip application in top left hand corner; and
- Your application should be sent to Council by post or email, or you may deliver it personally to Council. The postal and delivery addresses are included under the heading, Final Checklist for Applicants.

Assessment of Applications & Attendance at Interview

Shortly after the closing date, the applications will be forwarded to the Selection Committee for short listing. To shortlist applicants for interview, the Selection Committee must be satisfied that the applicants meet all of the essential selection criteria. Not all applicants who appear to meet the selection criteria will be selected for interview, given that for many positions there may be a large number of applicants. The Selection Committee will therefore select for interview those applicants who appear to meet the criteria at the highest level. Applicants who clearly do not meet the selection criteria will be advised at this stage of the selection process that their application has been unsuccessful.

Attending the Interview

The interviews are conducted by a Selection Committee consisting of at least three people and include both men and women in its membership. If you are short listed for an interview, you will be advised of the date, time and venue by telephone or by e-mail. Please note that for some positions, interviews may be conducted by teleconference in the first instance depending on the availability of the applicant.

If at this stage you do not feel confident that you understand the requirements of the position and the area of Southern Midlands Council in which the job is located, it is highly recommended you acquire this information prior to the

interview. (Sources of information are annual reports, corporate plans and policy statements that are available on the Southern Midlands Council website).

Vocational Assessments (eg Mechanical Aptitude Assessment, Logic & Problem Solving Assessment, Vocabulary & Comprehension Assessment, Maths Assessment) if applicable, would be undertaken immediately prior to the interview.

The interview will follow a set format with each member of the panel asking questions designed to gain more information from you that relates and is relevant to the selection criteria and position description.

You should use the interview as an opportunity to reinforce the relevance of your claims to the position and ask the panel relevant questions relating to the position, the organisation and future career development opportunities.

It is acceptable to ask the panel to clarify, repeat or rephrase questions you do not understand. Check with the panel that you have addressed their questions appropriately and thoroughly.

You may wish to prepare yourself for the interview by summarising why you feel your skills and experience are suited to the position.

Following the interview process, the Selection Committee will rank the applicants in relation to the selection criteria and will agree upon a preferred candidate. The Selection Committee may then agree to seek referee reports, if these have not previously been sought, prior to the decision to make an offer of appointment to the preferred candidate.

Referee Report Checks

The purpose of referee checks is to obtain, in confidence, factual information about your past work history, as well as opinions regarding the quality of your work and suitability for the position. Referee reports may be sought verbally or in writing. Referees usually include current supervisors and/or managers and can include supervisors/managers from voluntary or unpaid work. A referee must be able to comment on your work experience and skills specifically relating to the selection criteria.

Pre Employment Health Assessment

A pre-employment health assessment is required and an officer of the Council will contact you with a form and a position description for the pre-employment health assessment. Both the form and the position description should be provided to the Medical Practitioner at the time of your assessment. This service should be paid for by you and Council will reimburse you the cost upon production of the receipt from the Medical Practitioner

National Police Check / Good Character Check

A National Police Check / Good Character assessment is required and an officer of the Council will contact you and provide you with the appropriate form for the assessment. This service should be paid for by you and Council will reimburse you the cost upon production of the receipt.

Job Offer

If you are the preferred candidate, you will receive a written offer of appointment to the position. If you have any queries in relation to the selection process, please do not hesitate to contact the Manager Community & Corporate Development at any time on (03) 62 593 011 or at abenson@southernmidlands.tas.gov.au.

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on any important details. In particular, check that you have:

1. Read the advice on preparing your application.
2. Read the Position Description that also contains the Selection Criteria.
3. Include relevant information in relation to each of the Selection Criteria and attached supporting relevant documentation. Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience that are directly related to each of the Selection Criteria.

We need to receive your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

1. A brief letter of introduction stating the reasons why you are seeking the position with Council.

2. A summary addressing each of the Selection Criteria identified in the Position Description.
3. A current copy of your resume that includes photocopies of supporting documentation eg. relevant academic results, certificates, awards which are relevant to the position. Please ensure that you have not included any original documents, as these will not be returned to you.
4. Contact details and positions of two referees

Applications in Word or PDF should be submitted to:
mail@southernmidlands.tas.gov.au

Electronic applications are preferred; however you may submit hard copy applications in person or by regular mail to or PO Box 21 Oatlands Tasmania 7120

We hope the information provided will assist you with your application.