



# **Job Application Guide**

## **Human Resources**

# How To Apply

Your application is your chance to impress the selection panel in order to obtain an interview for the position. It is important that your application is clear, concise and relevant to the position that you are applying for.

Some important tips to remember when preparing your application are:

- Ensure your application is typed and where handwriting may be required, ensure that it is neat and easily to understand.
- Quote the title and reference number of the position.
- Ensure e-mailed applications are Word Documents or PDF files only.
- Ensure posted applications are not in binders, folders or other plastic covers.
- Please do not send originals of certificates as these will not be returned.

Your application should ideally include:

- Online application submission form completed through Council's webpage
- Resume including list of 3 (three) referees including a current supervisor
- Provide 2 (two) recent work examples of no more than 2 (two) pages where you can demonstrate your skills, knowledge and experience as relevant to the Responsibilities Criteria

## **Position Descriptions**

Obtain a copy of the Position Description (PD) for the vacancy that you wish to apply for. This can be done by contacting Human Resources or on our website.

The Position Description contains vital information on the purpose of the position, organisational relationships, responsibilities of the position, skills and knowledge required and the responsibilities criteria.

## **Responsibilities Criteria**

Selection is based on the assessment of each applicant in relation to the responsibilities criteria identified in the Position Description for the advertised vacancy. Please refer to the following section for more information about how to appropriately address the Responsibilities Criteria.

**Applicants must include the 2 (two) page Responsibilities Criteria to be considered.**

## **Late Applications**

Late applications will not be considered.

---

## Addressing Responsibilities Criteria

The Responsibilities of the position must be addressed in order for your application to be considered.

- Read the responsibilities criteria very carefully and determine what each one is asking.
- Provide 2 (two) recent work examples where you can demonstrate your skills, knowledge and experience as relevant to the responsibilities of the position.
- Ensure statement is no more than 2 (two) pages
- Look for key words and determine what they mean. Some examples of key words frequently used are:

*“Demonstrated”* or *“proven ability”* mean that you should have successfully performed the duty or used the skill in the past. Actual experience rather than the potential to perform the duty is required. Use specific examples.

*“An ability to rapidly acquire”* means that if you do not already have the skills, knowledge or abilities you may demonstrate your potential to acquire these by comparing them to relevant tasks or responsibilities you have undertaken in previous positions or through study.

*“Thorough”, “sound”* or *“a high level”* indicates that advanced skill or knowledge is required.

Follow the guidelines below

### 1. **An initial statement**

This should be a clear statement of how you meet the criterion. For example:

*“I possess these skills as seen through the following examples”,*

*“My current role demands that I....”*

### 2. **Supporting argument**

Justify your initial statement by showing how you meet the criterion. Identify the key issues for each selection criterion and include these in your response. Provide one (1) or two (2) examples that best demonstrate your skills, knowledge or abilities and cover as many of the relevant key issues as possible. The examples need to include:

Content – *what occurred and what you did:*

Context – *your responsibility: whether you were in charge, responsible or part of the team that was responsible;*

Outcome – *what happened as a result. Was your work approved? Adopted? Successful? What difference did your work make to the organisation?*

---

### **3. Validity statement**

Validate your example by showing supporting evidence. For example:

*“Attached testimonials verify...”*,

*“Feedback from customers was...”*,

*“In support of my claims please contact...”*.

### **4. Concluding statement**

Reinforce again why and how you meet the criterion. Relate your response back to the criterion. For example:

*“I believe that through this I have gained...”*,

*“This demonstrates...”*.

## The Resume

Your resume should provide details on:

- accurate contact details
- your education qualifications
- work history
- special skills
- training details
- any other information which may assist your claim for the position you seek
- 3 (three) current / recent referees, one of which must be a Leader / Manager
- No more than 5 (five) pages

## The Interview

Should you be invited to attend an interview, it is important that you plan and prepare adequately. The interview provides us the opportunity to confirm your qualifications, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position and the Council.

All interviews are conducted by a Selection Panel, usually comprising three persons. The Selection Panel will ask you a number of questions to determine how well you meet the selection criteria given in the position description.

You may also be required to undertake a skills test or a presentation to the panel as part of the selection process.

If you are called for an interview and have any special requirements (eg. wheelchair access to building, interpreter for hearing impaired persons) advise Human Resources.

## Submitting the Application

Applications should be submitted online through Council's Current Vacancies webpage before noon on the closing date (late applications will not be considered).

## Further Information

If you need further information about any aspect of the Selection Process and/or Scenic Rim Regional Council, please contact our Human Resources staff who will be able to assist you. Telephone (07) 5540 5126.

Thank you for your interest in Scenic Rim Regional Council.

## Checklist

Have you included a covering letter with your application?

Have you attached your resume?

Have you included your responses to the **selection criteria**?

Have you included certified copies of qualifications?

Have you included the names, positions and telephone numbers of two referees, including your current supervisor/manager?

Have you kept a copy of your application for your records?

Have you submitted your application by midday on the due date?