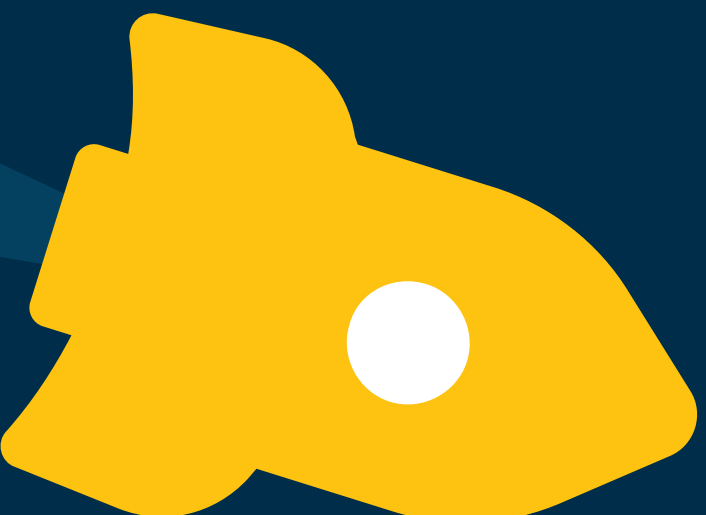


# YOUR GUIDE

TO APPLYING FOR A POSITION  
WITH KEMPSEY SHIRE COUNCIL





## **Thank you for your interest in working for Kempsey Shire Council.** **The following information may assist in preparing an application for a position within Council.**

Carefully read the position description to see if you have the qualifications, experience, skills and personal attributes required for the role.

Your application needs to be completed in one sitting. You cannot save it and come back to it later.

Your application is the first information we see about you, so show us why you are the right person for the job and make a positive impression. Include how your capabilities, knowledge and experience match the job you are applying for.

The panel will review your application and decide whether to progress your application to the interview stage.



# What to include in your application?

**Your application should include the following:**

- A short statement (maximum 2 pages) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key accountabilities of the role.
- A current resume which details your work experience and any other information that is relevant to this role.

Please note that Kempsey Shire Council does not accept written references so these should not be submitted with your application.



## Core Competencies of the Position

The Core Competencies describes the qualifications, experience and skills required to perform the duties of the position and can be found in the position description.

For permanent jobs, you need to be an Australian citizen or permanent resident.

For most temporary jobs, you need a visa that gives you permission to work in Australia.



## Qualifications

Recruitment at Kempsey Shire Council is based on merit. The candidate who best meets the selection criteria is the one who will be given preference for appointment to the position.

When applying it is important to prepare an application that demonstrates why you are the best person for the job and how your skills, knowledge and experience match the Core Competencies.

If the position you are applying for requires academic qualifications, certificates or licenses, certified copies are to be brought with you to interview should you progress. Alternatively, the original documents can be brought and sighted by the interview panel.

Applications for positions advertised Kempsey Shire Council must be submitted online. Applications will only be accepted in response to advertised positions. Non electronic applications that are emailed, posted or delivered cannot be accepted.

It is important to ensure your email address is correct as this is the primary contact method. All correspondence will occur by email. Please ensure you check your emails regularly.

All applications are to be completed and submitted prior to the closing date specified on the advertisement. Late applications will only be considered in extenuating circumstances. Requests for late submission will be assessed on a case-by-case basis by the Panel.

You will receive an e-mail to confirm your application has been received.

If you experience any difficulties applying online, please contact our Recruitment team on 02 6566 3200 or email [jobs@kempsey.nsw.gov.au](mailto:jobs@kempsey.nsw.gov.au)

We recommend you use Microsoft Edge or Google Chrome to submit your application.





## Interview

Prior to the interview, you will be contacted to confirm the time, date and details of the interview. You will be given at least three (3) full working days' notice and should be advised of any other materials or special requirements, including additional assessments.



## Referees

Referee reports form an important part of the selection process and applicants are required to provide the details of at least two current work-related referees when requested.



The referees you provide should have supervised you in a position requiring performance of the skills/duties which you claim to have previously performed, and which align with the duties required of the position you have applied for.

You should let your referees know you have applied for a job with Kempsey Shire Council. Give them some background on the position in the event they are contacted.

Reference checks are conducted electronically so are not required to be provided with your application but will be requested if required. Please note that character references will not be accepted.

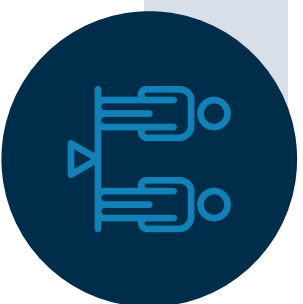
## Working with Children Check

You may also be required to obtain a Working with Children Check (WWCC) Clearance depending on the role, as a condition of employment. You must apply for the clearance as issued by the Office of the Children's Guardian (if you do not have a valid check already). For more information, visit the Office of the Children's Guardian website.



## Equal Employment Opportunity (EEO)

Equal Employment Opportunity (EEO) is about ensuring that all employees have equal access to the opportunities that are available at work.

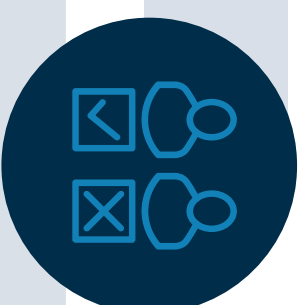






Kempsey Shire Council welcomes and encourages applications from Aboriginal and Torres Strait Islander people, people with diverse culture and linguistic backgrounds and people with disability. Except where otherwise provided by law it is the policy of Kempsey Shire Council to provide equal employment opportunity (EEO) to all persons regardless of age, colour, national origin, physical or mental disability, race, ethnicity, religion, creed, gender, sexual orientation, gender identity and or expression, genetic information, marital status, status regarding public assistance, veteran status or any other characteristic protected by applicable Federal, State or Local law. In addition, Kempsey Shire Council will provide reasonable adjustments for qualified individuals with disabilities.

If you require additional assistance to participate in the recruitment process, please discuss with the advertised contact person. You can ask for reasonable adjustments to be made at any time during the recruitment process.

## The interview and selection process

**Selection involves the following:**



<b>Shortlisting</b>	 <p>A panel (usually three people) will assess all applications to decide who will be interviewed. Applicants who best meet the Core Competencies will be considered. If you are shortlisted, you will be contacted via email and requested to attend an interview. If your online application is unsuccessful, you will be advised by email. We do not provide feedback on applications at this stage.</p>
<b>Interview</b>	 <p>The Panel may use several methods to assess your ability to do the job, including work samples and/or practical assessments. We will advise you about this when booking the interview.</p>
<b>Referee checks</b>	 <p>Your referees will be contacted if you move to the next stage of the selection process.</p>
<b>Pre-employment screening</b>	 <p>Pre-employment screening (at Council's expense) may also be part of the selection process, this can include hearing and pre-employment medical screening and/or behavioural profiling. You will be contacted after the interview to make these arrangements.</p>

The successful applicant will be contacted by the Hiring Manager with a job offer. This offer will then be confirmed electronically in writing. Should you wish to accept the position you may accept the position verbally, however you will also need to respond in writing. Unsuccessful interviewees will also be contacted by phone and offered feedback if it is requested.



## Tips on Writing your application



The panel knows nothing about you, so you need to show how your capabilities, knowledge and experience are relevant to the job you are applying for.

Provide examples of your accomplishments and work ethic in other jobs and relate these to the requirements of the job you are applying for to show how your capabilities, knowledge and experience are transferable. For example, if a core part of the job is to manage a team, you could mention details of your previous experience in managing others in your cover letter and highlight this in your resume.

If you have limited work experience you can draw on your experiences from other contexts such as university, school or volunteering. And remember to tailor your application to the position you are applying for and always check spelling, punctuation and grammar before submitting your application.

## Writing your resume

Your resume is a summary of your qualifications, experience, skills and qualities. It needs to be clear, concise and neatly organised with content relevant to the position you are applying for.



### Your resume should include:

- Education, qualifications and details of any courses or areas of focus that might be relevant to the position.
- Experience, with most recent experience first. For each job, include the position title, name and location of employer, and dates of employment. Briefly describe your achievements and position responsibilities for each job using dot points or a brief paragraph.
- special skills, computer skills, achievements, and membership in organisations.



## Tips on how to write your cover letter

### You can use the cover letter to:

- showcase your achievements in your current and past jobs
- show us that you have most of the skills and capabilities we are looking for
- explain why you want the job
- show why you are good fit for Kempsey Shire Council

### If the job involves managing a team, tell us about important things you did before.

- how many people did you manage?
- how did you support and inspire your team to deliver for the business?
- how did you handle day-to-day work and difficult situations?
- what was one of your best achievements?

### Aim to show us how your current skills are transferable to new situations. Use specific examples of:

- managing staff and achieving workplace goals
- any difficult situations you handled
- your biggest achievements



### Some common techniques to help you structure your examples are:

- STAR - explain the Situation, Task, Action and Result
- SAO - explain the Situation, Action and Outcome

### A good cover letter:

- uses plain English
- is well structured
- is specific to the job you are applying for
- uses specific examples of what you have done and what you have achieved



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## CIVIC CENTRE

22 Tozer Street (PO Box 3078)  
West Kempsey NSW 2440

## CUSTOMER SERVICES

P. 02 6566 3200 F. 02 6566 3205  
[kscc@kempsey.nsw.gov.au](mailto:kscc@kempsey.nsw.gov.au)

