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**SHIRE OF DONNYBROOK/BALINGUP**

**Applying for a Job**

**INTRODUCTION**

Thank you for your interest in one of our vacancies at the Shire.

These guidelines are presented to assist you in preparing your written application and to enable you to plan for a possible selection interview.

Only those applicants who demonstrate they meet **ALL** the required attributes of the position, will be considered for an interview.

This decision is based on the information provided in your written application.

Before preparing your application, check the essential required attributes to make sure you are eligible to apply.

Please ensure your application is received by the time and date shown in the advertisement, **as late applications will not be accepted** (unless prior arrangements have been made).

If you would like to find out further details about the position, you should contact the person whose name is included in the advertisement.

**PREPARING YOUR APPLICATION**

As we receive so many applications we shortlist based on the Required Attributes. If you have not addressed these in your application you will not be shortlisted. Applicants who address and demonstrate they meet all essential required attributes and who, from their application, are considered to be competitive with other applicants, will be interviewed.

Your application should be typed and submitted in a format that is Compatible with Microsoft Word (2010 Version).

Consider using an independent person to critically examine your application before you submit it.

Your application should include the following documentation:

1. **Resume which comprises of:**

• Personal details – your name, email and home address and telephone numbers where you can be contacted.

• A summary of your previous employment history, starting with the most recent. Include dates, name of employer, position title and tasks/responsibilities required in each job.

• Your training and education achievements, including some details on what was involved.

• Any activities, which you have undertaken, outside of work which are relevant to the position you are applying for.

• Any membership of professional bodies and/or licensing authorities.

1. **Statements addressing the required attributes**

Required Attributes specify the minimum education, knowledge, skills and abilities required for the position. ***Preparation of these statements is the most important part of your application***.

It is advisable when addressing the required attributes, that you:

• Treat each required attribute separately, using each attribute as a heading.

• Provide a statement on each attribute, demonstrating how you possess the relevant skills, experience, knowledge and qualifications to successfully carry out the duties of the position.

This may include a description of events/projects where you have applied the required skills or knowledge.

• Provide clear, relevant information so that the panel can readily assess your claims.

• Include information of any relevant qualifications you may have obtained and their relevance to the required attribute.

1. **Professional referees**

• It is common courtesy that referees be contacted for **before** nominating them in your application.

• Provide names, titles, work addresses and contact telephone numbers for two referees.

• Normally, one of your referees should be the immediate supervisor or manager in your current (or most recent) employment.

• Referees may be contacted by the selection panel as part of the selection process for this position.

• It is not recommended that you include written references or character referees as part of your application.

1. **General information on the written application**

• All applications must be sent to [employment@donnybrook.wa.gov.au](mailto:employment@donnybrook.wa.com.au) so as they can be properly recorded and handled internally.

• If applying for more than one position, please provide a separate application for each position.

• Do not send scanned originals of qualifications or reference letters.

* All applicants received become the property of the Shire of Donnybrook/Balingup and cannot be returned to unsuccessful applicants. Photocopy your completed application for your own reference.
* Please note that due to the numbers of applications received it is only possible to contact shortlisted candidates.

1. **Preparing for the interview**

The job interview is an important part of the selection process. All interview questions will be job related. Some questions may be what is known as targeted selection questions where you are asked to give an example of a situation, what the issue was, how you addressed the issue and what was the outcome.

To prepare yourself for the questions which may be asked during the interview:

• Re-read the job description form, focusing on the required attributes. Think of examples of work situations where you have applied the relevant skills and abilities.

• Focus on the duties of the position and think about how you would carry them out. Think about any problems you might encounter and how you would resolve them. Try to identify examples from your past experience that are similar, or that may be equivalent.

• If the position has a supervisory role, think about your special responsibilities as a supervisor.

• If you have any relevant reports or other work which you have done which will provide examples of your skills and abilities, you should organise examples for presentation at the interview.

1. **The interview**

Please note the following points:

• If selected for an interview, you will generally be advised of the details several days before the interview date.

• All interviews will be conducted in person, in Donnybrook.

* It is quite acceptable to take notes, or refer to notes during the interview.

• Do not assume that panel members know about your suitability for the job, even though you may have worked with them, or have previous experience in the position you have applied for. Having got to the interview stage, your job is to convince the panel that you are the best person for the job.

• Answer questions fully without unnecessary details.

• Where possible, relate your answer to direct experiences you have had.

• When the opportunity is presented, feel free to ask questions of the panel. It is recommended to think of questions you might like to ask, prior to the interview.

• Panel members will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

1. **Submitting your application**

• All applications will only be accepted via email to:

[employment@donnybrook.wa.gov.au](mailto:employment@donnybrook.wa.gov.au)

• If you are unsure of any submission details, please contact the person named in the advertisement on (08) 9780 4200.

1. **General Information**

• Shortlisted candidates may be required to undergo a pre-employment medical examination and a police clearance, at Council’s expense, positions will not be offered to candidates until these requirements have been successfully met.

• If offered the position, prospective employees will be required to have a current “C” class driver’s license.

1. **Recruitment & Selection Standards**

Recruitment, selection and appointment standards relate to establishing a field of eligible people from whom the best available person is selected and appointed.

Our standards are as follows:

• Bias-free documentation describes the job to be performed and specifies the relevant selection criteria.

• The job is advertised as widely as is appropriate.

• The applicant’s skills, knowledge and abilities relevant to the job, are fairly assessed.

• Selection methods and their application are free from bias, patronage and nepotism.

• Policies are documented, equitable, applied consistently and accessible to all employees in the organization.

• Decisions and processes embody the principles of natural justice.

• Decisions are capable of review.

• Appropriate confidentiality is observed.

At the conclusion of the selection process, you will be given the opportunity to request an independent review of the selection process, if you believe one or more of the above standards have been breached.

1. **Feedback**

You have the right to request feedback from the panel convener on how you performed with your application and/or at the interview.

***You are encouraged to seek this feedback as it is an important learning experience.***

***This may be helpful in assisting you in future job applications.***

It is hoped that you find this information of assistance and we look forward to receiving your application.

**The Shire of Donnybrook/Balingup is an Equal Opportunity Employer,**

**promoting a *Smoke Free* work environment.**