

 <b>Ararat Rural City Council</b> <b>Application Guide</b> Ararat Rural City	Document No:	
	Review Date:	December 2016
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	Revision No:	5
Responsible Officer:	People & Culture Officer	
Approved By:	People & Culture Team	
Related Documents:	Key Selection Criteria for the relevant position Relevant Position Description	

*The following document is designed to help applicants formulate and submit an effective application that clearly highlights their skills, abilities and personal characteristics. We urge applicants to express their personality where possible in their application.*

## APPLICATION CHECKLIST

- **Covering letter**  
A one page document that introduces yourself to the selection panel. The letter should also briefly outline your experiences and skills that relate to the position and the reasons for which you are applying for the role.
- **Key Selection Criteria**  
All applicants must complete the 'Key Selection Criteria' document relating to the position. It is important that you show clear connections between your qualifications, experience, skills and knowledge, and the key responsibilities of the role.
- **Résumé**  
A current résumé that outlines your previous work experience and education.
- **Referees**  
The names, addresses, telephone numbers and e-mail address (If available) of three professional referees should be provided with your application. Written references are not required with this initial application. Please note: Referee statements gained during this selection process will be considered confidential and will be exempt documents under the Freedom of Information Act.

## SUBMISSION OF APPLICATION

**Electronic Applications:** Applications by email are preferable in the first instance. Please note that formatting can change on electronic transfer therefore we take no responsibility for the final format presentation of your application. Emails should be sent to the email address [hr@ararat.vic.gov.au](mailto:hr@ararat.vic.gov.au) by the nominated closing time. No responsibility will be taken for emails not received.

**Hard Copy Applications:** It is recommended that hard copy applications be fastened with a paperclip in the top left-hand corner only. Folders, plastic sleeves, etc will be discarded on receipt. When posting in applications please mark all envelopes and relevant correspondence with:

'PRIVATE & CONFIDENTIAL'  
 The People and Culture Team  
 Ararat Rural City Council  
 PO Box 246  
 Ararat VIC 3377

## **APPLICATION CORRESPONDENCE**

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### ***Timelines***

All efforts are made to adhere to the below timelines, however some variations may be unavoidable.

- The short-listing of candidates is completed within two (2) weeks of the closing date of the position;
- You will receive either notification of an interview or a letter advising of your unsuccessfulness within three (3) weeks of the closing date of the position;
- If you are the successful applicant, you will receive a written offer of appointment within 5 working days of the verbal offer.

Interviews are scheduled at a time that allows all members of the selection panel to be present. We will endeavour to arrange an interview time that suits your needs but on occasion will be restricted in doing so.

## **THE INTERVIEW PROCESS**

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Those applicants selected for interview will be notified by phone. It is recommended that applicants make sure that they are reachable by either mobile or landline during this time. If the applicant cannot be contacted a message will be left with them to return the call when they are available.

Interviews are generally held at the Visitor Information Centre of the Ararat Rural City Council or another suitable location as required. Applicants don't need to bring any other materials to the interview with them unless otherwise requested.

The selection panel will ask each applicant the same interview questions. These questions are based on the key responsibilities of the role. When responding to these questions applicants will be asked to provide an example from a previous working experience to help them reinforce their response.

Interviews will adhere to strict time limits so that all applicants are given the exact amount of time to respond to all of the interview questions.

Applicants will be given the opportunity during the interview to ask questions to clarify the responsibilities, duties and conditions of the role.

The Selection Panel will advise you at the interview of the selection process moving forward.

### ***Interview Preparation***

Before attending for an interview, applicants should ensure that they are familiar with the position description and the key selection criteria of the role. Where appropriate the applicant should also research any relevant documents that are mentioned within the position description.

Although the interview process is a formal component of the selection process, the selection panel members make every effort to make applicants feel relaxed and welcomed. Applicants should try to relax and express their personality through their responses during the interview.

## **POST INTERVIEW PROCESS**

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The selection panel will meet following the completion of all required interviews. The panel will then decide on a preferred candidate in line with the normal selection process.

A reference check is then conducted on the preferred candidate. The referees whose contact details have been provided are contacted no later than 1 working week following the final interview.

If the selection panel is satisfied with the results produced from the referee check then an informal offer of employment is made to the applicant with a formal offer of employment posted to the successful candidate.

Offers of employment are subject to the applicant providing copies of relevant documents relating to qualifications held by the applicant.

### ***Pre-Employment Checks***

Pre-employment medical examinations are required for certain positions. These medical examinations are needed in order to determine if the applicant can perform the inherent requirements of the position.

Police checks are required for all positions at Ararat Rural City Council, and working with children checks may be required for certain positions. These checks form part of the normal recruitment process and are required for the employment of an applicant into a specific position. International Police checks will be carried out where applicants are eligible.

Employment decisions are made based on all requirements of the recruitment process.

## **PRIVACY**

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We will only use personal information provided by you for the purposes for which it was collected, which in this instance is for the recruitment and selection of the position. We will only use your personal information within Council, or disclose it outside Council, for the purpose for which it was collected or in accordance with the Privacy Act.

Council will endeavour to maintain a secure system for storing personal information. Technological and operational policies and procedures are in place to protect personal information from misuse and loss and from unauthorised modification or disclosure. Council will dispose of personal information where it is no longer required (except where archiving is required).

If you feel aggrieved by Council's handling of your personal information, you may make a complaint to the Council's Privacy Officer on (03) 5355 0203. Your complaint will be investigated as soon as possible (but no later than 5 business days) and you will be provided with a written response.

### **Further Information**

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For further information please contact the People & Culture team:

#### **People & Culture Officer –**

Janeen Williamson: (03) 5355 0202  
[jwilliamson@ararat.vic.gov.au](mailto:jwilliamson@ararat.vic.gov.au)

#### **People & Culture Officer -**

Melanie Roberts: (03) 5355 0215  
[mroberts@ararat.vic.gov.au](mailto:mroberts@ararat.vic.gov.au)