

# Advice for Applicants

## General Applications

If you are making a general application to the Council and are not responding to a specific advertisement, please make the appropriate notation on the application form. Your application will be acknowledged (see below) and will be held on file for 6 months from the date of receipt. If a suitable vacancy occurs during that 6 month period you may be contacted to see if you are interested in being considered for a position.

## Employment Information Pack

An advertisement will give you a brief overview of a position. For more information about a position it is imperative that you consult the relevant Employment Information Pack. Employment Information Packs for advertised vacancies can be downloaded from the Position Vacant page on Council's website.

The Employment Information Pack cover page will detail the contact person and application closing date and time. The pack will contain specific information about the position, including remuneration and employment conditions and also includes the position description (PD). Reading the PD will help you to decide whether you wish to apply for the position or not. The PD is central to the application process as it forms the basis of the selection criteria, interview questions, and requirements for testing and checks.

If you wish to apply, you **must** address the selection criteria, as found in the relevant PD, as an applicant's ability to meet these qualifications and competencies assists Council in determining a shortlist (see below). Using the selection criteria as headings, describe how your skills, work experience, abilities and qualifications enable you to satisfy each of the criteria.

## Closing Date

Be careful to submit your application before the closing date - most application deadlines are early afternoon. Late applications will not be accepted unless under extraordinary circumstances or at the discretion of the recruiting manager or human resources office. If mailing your application, please allow the appropriate amount of time to allow for delivery of the application - particularly given the changes to Australia Post delivery times. Email is the preferred and most efficient method of delivery.

## Enquiries

Questions about the position may be directed to the nominated contact, as listed on the cover page of the Employment Information Pack, or if you are not replying to an advertisement or no contact is specified, you may contact the human resources department on 6323 3000 or [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au).

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## **Acknowledgement**

Once your application is received by Council, you will receive a letter of acknowledgement. If you do not receive acknowledgement of your application within 5 working days of submission, please contact the human resources office on 6323 3000 or [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au).

## **Shortlisting**

After the closing date, the applications for a position will be considered by the recruiting manager and/or their delegate. When preparing the shortlist for interviews, managers will consider how well an applicant meets the selection criteria, so it is important that you have included your ability to meet these criteria in your application.

Shortlisting may take a varied amount of time, depending on the number of applications to be considered and the demands upon the recruiting manager. We do endeavour to keep shortlisting times minimal; however if you are concerned that you have not heard from Council please contact the human resources department on 6323 3000 or [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au).

## **Interviews**

You will be contacted by telephone or email to be advised that you have reached interview stage. You will be given the preferred time and date plus the location and approximate duration of your interview.

The interview will contain predominantly behavioural style questions based on the following three thematic areas: personal skills, technical skills, and interpersonal skills. You may also wish to think about any questions that you would like to ask at the interview.

Many interview questions will be based around the position description, so make sure you re-read it before your interview. Think about examples you can provide that illustrate your ability to meet the qualifications and competencies (selection criteria) and your ability to perform the accountabilities and major duties of the position.

## **Selection Testing**

In order to assist Council in making the best selection decision, we reserve the right to use testing to help differentiate between applicants' job-related skills, abilities and qualities. These tests may include but are not limited to: profiles of risk and safety attitudes, management and leadership capacity, administrative skills, practical abilities, and computer skills testing.

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## **Police History Record Checks**

It is Council policy that police history record checks be conducted for prospective employees applying for positions in certain areas or with certain responsibilities (e.g. positions that involve working with children, cash or property, sensitive information, vehicles, or positions subject to any other relevant requirement of legislation).

Human resources will liaise with prospective employees regarding the need for a police check.

## **Working with Vulnerable People Checks**

Some positions require applicants to have a valid Tasmanian Working with Vulnerable People card. This requirement will be clearly identified within position descriptions.

## **Pre-Employment Health Assessment**

It is Council policy that all prospective employees, and current employees applying for a position substantially different from their current role, satisfactorily undergo a pre-employment health assessment (medical). The purpose of the medical is to ensure that you are able to perform the duties of the position you have applied for. An employment offer cannot be made without a medical having been conducted and passed. All medicals involve drug screenings and various checks of physical and emotional ability, and will be conducted by a practitioner of Council's choice. You will be contacted by the human resources office if you are required to undergo a medical.

## **Reference Checks**

All prospective employees, and current employees applying for different roles, must have supplied verbal referees (see application form) and have passed satisfactory reference checks before an offer of employment can be made. It is a good idea to prepare your referees by asking for their agreement to act in this capacity and giving them brief details of the position you have applied for.

## **Equal Employment Opportunity**

Council is an equal opportunity employer. Council complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and the Anti Discrimination Act 1998 (Tas) and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).

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## **Feedback**

Each applicant has the right to feedback regarding their application, especially if you have applied for an advertised vacancy and were involved in further selection activities (interviews, tests, etc). Please contact the human resources office on 6323 3000 or [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au) if you wish to receive feedback on your application.

All applicants for advertised vacancies will be notified whether or not they have been successful. If you have a complaint about the recruitment and selection process please put your concerns in writing and address to [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au) or Manager Human Resources, PO Box 396 LAUNCESTON TAS 7250.