



For your application to be considered, you must address how you meet the requirements of the job description in your covering letter and provide us with your current resume.

## Merit based recruitment

Selection for Griffith City Council roles are based on merit. This means we review and compare the information provided by all candidates throughout the recruitment process and select the person whose skills, knowledge, personal qualities and experience best match what we need for a person to be successful in the job.

Throughout our recruitment process we ensure the principles of equal employment opportunity are adhered to and include an independent member on the interview panel.

## Before you apply

- **Read the job advertisement carefully** - all Griffith City Council recruitment advertisements include a brief description of the role, a key contact for further information, details on how to apply and a closing date for applications. Keep a copy of the advertisement for your future reference.
- **Review the Position Description and Position Requirements including Critical Physical Factors** - the advertisement gives you basic information, but it is important to review the additional documents attached to the advertisement. These documents will help you understand the position and identify what we are looking for in a suitable candidate.
- **Speak to the contact person** - after you read the additional documents, you should have a better idea about the role and may have some questions. You can phone or email the key contact named in the advertisement to help find answers. Talking to the key contact may give you a better understanding of the role and what to emphasise in your application.
- **Other information** - get as much extra information as you can to write a good application. You may want to look at our website, Annual Report or other publications. Griffith Council is a diverse organisation and this information will help you understand where the position fits into the organisation.
- **Resume** – ensure your resume is up to date and in PDF or Word format to upload as part of the application
- **Cover letter** – you are welcome to supply a cover letter
- **Selection Criteria Questions** – ensure you provide detailed answers to the questions to demonstrate the required skills and knowledge needed for the role

Understanding the role, what is required and whether you have the right skills and experience are important in deciding whether to apply or not.

Please be aware that any statement on an application that is found to be deliberately misleading could make you, if employed, liable for dismissal.

## Preparing your application

You should ensure that you address all requirements stipulated in the advertisement to be considered for an interview.

Griffith City Council may require you to provide some additional information, including writing responses to targeted questions to demonstrate your ability to do the role. You may be asked to answer these questions as part of your covering letter or part of your online application. You will typically need to provide us with:

- Your full name, address and telephone contact numbers
- A summary of your employment history, starting with your current employment. It should detail the positions you have held, including dates of employment, capacity in which you were employed and a brief outline of the main duties.
- Your relevant educational qualifications and professional affiliations. Copies of your qualifications should be attached. You will be required to provide originals of your qualifications at your interview.
- Details of relevant training courses attended.
- The name and contact numbers of at least two work-related referees that preferably are previous or current supervisors. Make sure your referees are aware that you are applying for a position with Council so they are prepared if they are contacted.

## Points to remember

1. Have you:

- Updated your resume?
- Addressed how you meet the requirements of the job description within your cover letter?
- Used spell-check?
- Identified the position title and position number as stated in the advertisement (if not applying on-line)

2. If you wish to apply for more than one position at the same time, please complete a separate application for each position.

3. Once submitting your application, you will receive an acknowledgement email confirming we have received your application.

## How to submit your application

Online applications are preferred, via the [Jobs](#) page or [www.griffith.nsw.gov.au](http://www.griffith.nsw.gov.au))

## **Notification of an interview**

If you are selected for an interview, you will be contacted by a member of Council who will notify you of:

1. The venue, date and time
2. If there will be a test at the time of the interview
3. Any additional materials or preparation required by the selection committee, for example samples of work, evidence of qualifications etc.

## **Preparing for your interview**

At the interview, our panel will be seeking to identify your strengths and weaknesses for the role. There are some key elements to understand when preparing for an interview with Council:

- Out interviews are generally formal in structure and process
- There will always be an interview panel
- We will use the Situation - Task - Action - Result (STAR) Method when asking interview questions.

## **Contact**

If you have any questions or need help, please contact the following Workforce Planning Staff:

Susan Hearn, Annie Featherstone or Nick De Martin on 6962 8100.