

Our aim with this document is to provide you with a general insight into the process involved in applying for positions with our Council and to provide you with practical guidelines and suggestions to assist you with your application.

Lodging your Application

All applications are to be submitted by email to p&c@southburnett.qld.gov.au unless otherwise stated on the employment page of our website. For example at times, depending on the position, we use an external recruitment agency or online website for the collection and processing of applications. To confirm where to send your application, please refer to the 'Position Information' column under 'current vacancies' on our website (as shown below).

Current Vacancies

Position Title	Position Information	Closing Date
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Closing Date

All vacancies generally close at close of business Friday's (unless otherwise stated), which is the cut off time to receive applications. To ensure your application is included, please submit it within the timeframe specified.

Late applications will only be accepted at the discretion of the Selection Panel.

Making Enquiries

General enquiries are to be directed to People & Culture on 4189 9100 or by emailing p&c@southburnett.qld.gov.au.

Acknowledgement of Application

All applicants will receive email acknowledgement confirming that their application has been received. Please note this can take up to a week to receive.

Shortlisting

Once all applications have been received, they will be shortlisted by the selection panel, based on equity and merit.

The candidates who best demonstrate to the selection panel, the highest level of merit overall, will be contacted verbally and invited to attend an interview.

Please be aware this process can take a couple of weeks, depending on a few factors such as the number of applications received and the availability of the selection panel.

Preparing for the Interview (if shortlisted)

All interview questions will be job related and will relate to the position. To prepare you for the questions that may be asked:

- Re-read the key responsibilities and the capabilities relevant to the position
- Focus on the key selection criteria, thinking of examples of work and study situations where you applied the relevant skills and abilities
- Bring along any copies of mandatory and desirable qualifications that you have obtained (these are stated on the position description)

You may bring personal notes into the interview to provide prompts for yourself

If you have any relevant reports or other work you have done which will provide examples of your skills and abilities, you may choose to make these available at the interview.

The Interview

There is no need to hire or buy special clothes for the interview. Dress as you would usually do for work, that is, neatly and appropriately.

During the interview:

- Don't assume that the panel members know about your suitability for the job even if you may have had previous experience in the position
- Take time to answer each question. A well thought-out answer presented clearly and concisely will be appreciated by the panel, even though you may take a few moments to put your thoughts together

When the opportunity is presented, ask any questions you may have relevant to the position. If you do not have any questions then do not hesitate to say so.

The panel members will make notes of your responses to the questions to assist them in assessing the overall merits of your claims to the job in question.

After the Interview

The selection panel will assess each interviewed applicant for overall application rating and decision made on best applicant for the position.

The selection process may also include:

- Practical assessments
- Fit for work medical assessment
- Working with Children Check
- Background and Criminal history check

Reference Checks

Referees may be contacted by the selection panel after the interview.

Successful Applicant

The successful applicant will be verbally notified of the outcome and offered the position as soon as the selection panel have reached their decision, and approval paperwork has been completed and signed by Management.

Unsuccessful Applicants

The unsuccessful interviewed applications will be verbally notified after the above has occurred.

All other applicants who applied but were unsuccessful in obtaining an interview, will be notified in writing.

***We appreciate your time and interest in applying for a position with us.
Finally, we wish you all the best with your application***