



Dear Applicant

Thank you for your interest in the advertised position.

Moree Plains Shire Council offers jobs on the basis of merit. This means the applicant considered to be most capable of doing the job is selected. To decide this, we look at your qualifications, experience, skills and standard of work relevant to the advertised position. Choosing the best person for the job is part of our policy of equal employment opportunity.

## 1. COMPLETE THE ON-LINE APPLICATION PROCESS

An on-line application needs to be completed for each separate position that you are applying for. The application process assists Council in processing the large amount of applications we receive. The statistical information section of the application is collected to ensure we are meeting our equal employment opportunities within our community. It is optional whether you complete it or not and has no bearing on the selection process.

All current positions vacant within Moree Plains Shire Council are advertised on Council's website <http://www.mpsc.nsw.gov.au/index.php/employment> within the relevant sections. By clicking on the position of interest this will enable you to click on the Apply for this position tab which will link you across to the on-line system.

Applicants will need to create an account or if an existing account holder you will need to ensure you have a valid email address and create a password to access the system.


For further information on how to apply using Council's on-line application process, please refer to the on-line tutorial within the Employment section on website or contact Council's Human Resource Team, (numbers listed in section 8)

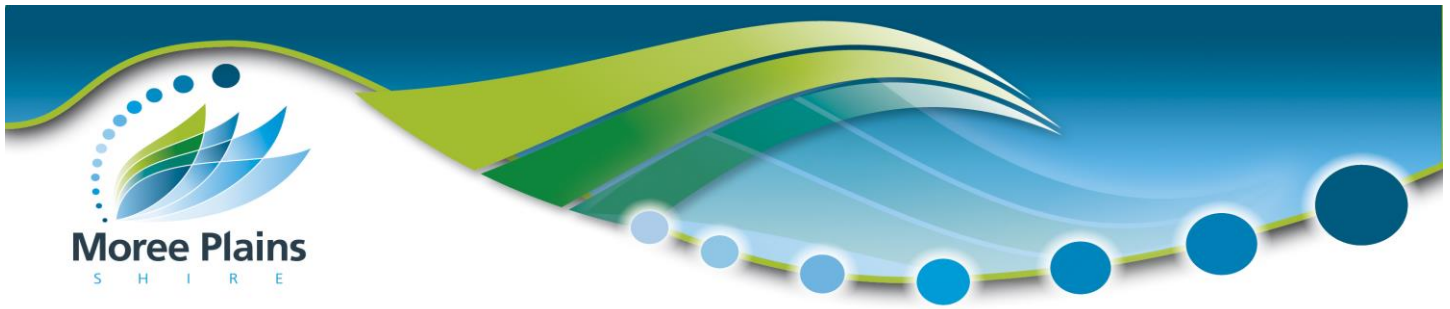
## 2. YOUR RESUME

Your resume will need to be uploaded and saved as part of the on-line application process. The following information should be contained in your resume:

- **Employment History** – stating the employers name, the period of employment (from start date to end date), position held and whether it was casual or permanent. You may even like to put in a description of duties
- **Educational History** – this should include trades, certificates, and diplomas. List the qualification, the institution where studies were undertaken and year it was completed. If you are currently studying, list the subjects that have been completed to date
- **Training Courses** – list the types of training undertaken, the training group (ie TAFE) and the year completed
- **Licences** – this should include licences and certificates such as WHSS certificates, first aid, truck and forklift licences. List the certificate/licence, the issuer (RMS, Workcover) and the year it was completed.
- **Two Referees** – a referee is a person who we can contact to discuss your personal or work history. List their name, position, company and daytime telephone number.

Councillors from Moree Plains Shire Council should not be canvassed, used as referees or references.





### 3. ADDRESSING THE ESSENTIAL/DESIRABLE CRITERIA

To maximise your chance of gaining an interview for this position, it is important that you address the essential and desirable criteria, as well as work skills and experiences. The use of examples when responding is beneficial. If you do not show how you meet the criteria your application is unlikely to be considered any further. The selection panel cannot overlook any of the essential criteria and it cannot add any new criteria not included in the advertisement. If a large number of applicants meet all the essential criteria, the selection panel will compare all the applications and choose to interview those applicants that best meet the criteria.

Answers to the selection criteria questions can be typed directly into the criteria field boxes on-line however, it is recommended that applicants compose in a separate document (ie. Microsoft Word), then copy and paste to the response field within the on-line application process. It is more beneficial if Microsoft Word is used as the on-line application has a relatively small viewing space to check your responses and doesn't allow spell check etc.

It is not enough to say, "I work well within a team environment". You need to describe situations you have been in. *For example* – completing a certain task with workmates, working with voluntary groups to achieve a goal for the community etc. You could also demonstrate experience with previous work history by outlining responsibilities of the job.

### 4. NEEDING HELP WITH YOUR APPLICATION?

Moree Plains Shire Council regularly holds **FREE** Information Sessions at Council's Administration Centre Level 2, Max Centre, 30 Heber Street to explain the process of submitting a competitive job application.

Here you will gain valuable knowledge on the key principles to ensure your job application for Council addresses essential and desirable criteria and includes relevant information.

These sessions are held quarterly and are always advertised in the Moree Champion.

There are a number of places you can go to for assistance and advice with submitting a job application:

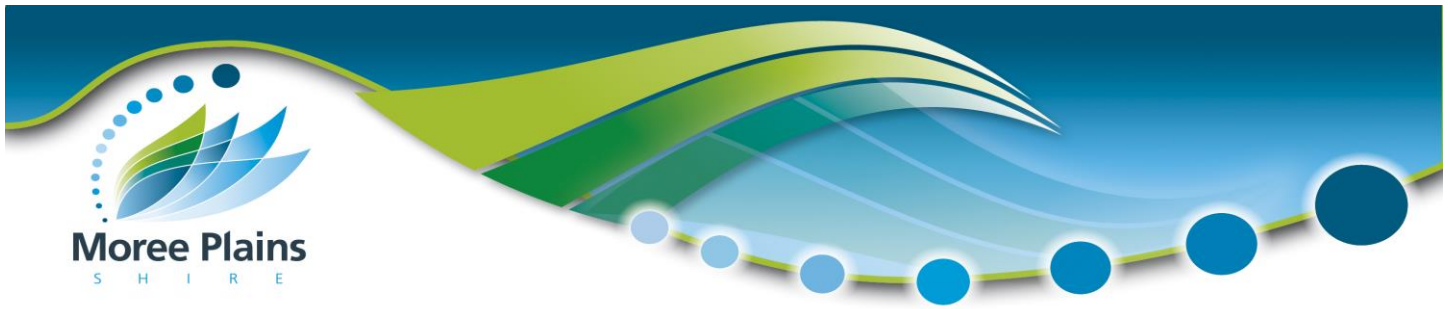
- Contact Council's Human Resources Officer (number listed in section 8)
- Visit an Employment Agency

### 5. SUBMITTING YOUR APPLICATION

On-line applications must be submitted prior to the closing date and time as indicated in the advertisement.

Late applications will only be accepted and considered if prior arrangements have been made with the person(s) indicated on the advertisement or our Human Resources Officer. Otherwise, your application will not be considered, if it is received after the closing period.





## 6. NOTIFICATION OF UNSUCCESSFUL APPLICANT AND/OR INTERVIEW ARRANGEMENTS

If you do not secure an interview, you will be advised via email that your application was unsuccessful.

Interviews are usually held two to three weeks after the position closes. If you are successful in gaining an interview, you will be contacted by telephone and an email confirmation will also be sent to the email listed in your on-line application.

If you have been granted an interview and need wheelchair access to the interview building, if you need an interpreter because you are hearing impaired, or have any other special needs, you should tell the person who contacts you, so that we can make appropriate arrangements.

If you are unsuccessful after the interview process, you will be advised in writing or via email.

## 7. APPEALS

If you are an internal applicant and unsuccessful, you have the right to appeal. A preliminary offer of employment may be made to an external applicant following the selection process, but no formal offer will be made until the appeals process has been finalised and a pre-employment medical completed.

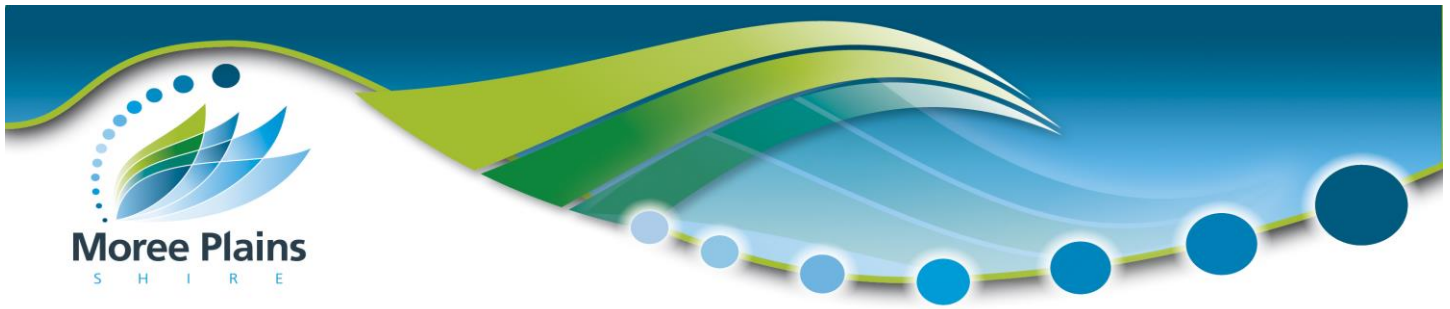
## 8. CONTACTS

- Recruitment Email address: [jobs@mpsc.nsw.gov.au](mailto:jobs@mpsc.nsw.gov.au)
- Council's Webpage address: [www.mpsc.nsw.gov.au](http://www.mpsc.nsw.gov.au)
- Council's Fax number: (02) 6752 3934
- Council's Recruitment Officers can be contacted on (02) 6757 3222.
- Council's Human Resource Officer, Jessica Johnstone can be contacted on (02) 6757 3233.

## 9. UNSOLICITED APPLICATIONS

Moree Plains Shire Council regularly receives unsolicited resumes, however potential candidates are reminded that all permanent roles must be advertised and appointed based on merit. All Council positions are advertised in our Employment section of Councils [website](#) and [Facebook](#) pages.





#### **GENERAL INFORMATION PLEASE NOTE:**

**HEALTH SCREENINGS** - A pre-employment health check and a three-month probationary period apply to all positions. All employees are subject to drug and alcohol screening at the pre-employment health screening and random testing will occur throughout the probationary period.

A pre-employment health screening is used to certify that the successful applicant is medically fit to carry out the relevant duties of the position prior to appointment.

**WORKING WITH CHILDREN CHECKS** – It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for any child related employment.

There are some positions within Council that a *Working with Children Check* is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct.

The result of a *Working with Children Check* is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked. The Check is fully portable which means it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.

For further information relating to Working With Children Checks or to apply go to [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au) and fill in the online application form. If you cannot access the online system, call a Customer Support Officer on (02) 9286 7219 for assistance with your application.

Once you have submitted the form on-line, you will receive an application number that looks like this: APP1234567E (the 'E' means it is for paid work) or APP1234567V (the 'V' means it is only valid for unpaid work). Applicants must then take their application number and proof of their identity to a NSW motor registry office and pay a fee of \$80 for a five (5) year clearance. Following payment and processing by the registry office the application number can now be used in the online verification process that the Employer will undertake, pending the final outcome of the Working with Children Check application.

**PROBATIONARY PERIODS** - All positions with Moree Plains Shire Council have a three-month probationary period. During that period your performance will be reviewed regularly and feedback provided.

Employees are expected to have attended all required induction training and be able to explain and demonstrate in action what they have been taught.

They will also be expected to perform the tasks which they claimed as being able to fulfil at interview and to display suitable conduct and attendance during this period.

Once successful completion of the probationary period is recorded each employee will receive a letter of confirmation from the Human Resources Section.



## CHECKLIST- APPLYING FOR A POSITION

If you do not have the following or include the information as detailed in the “Guidelines for Job Applicants”, it is unlikely your application will be considered.

- Do you have a valid email address as you will need to check your email account regularly?
- Yes    Email address: \_\_\_\_\_
- No    (You will need to create an email account. Examples: Hotmail, Yahoo, Gmail, Live)
- Cover Letter
- Current resume
- Answers to the essential, common and desirable criteria, as well as work skills and experiences
- Copies of any relevant documents (Do not attach any original documents, i.e. certificates, references etc.)
- Create an account using the online application process. You will need to record your email address and password created and keep in a safe place as you will need this to re-access your online account.
- Email address used: \_\_\_\_\_
- Password: \_\_\_\_\_

As detailed in the “Guidelines for Job Applicants” please find useful contact details below:

- Recruitment Email address: [jobs@mpsc.nsw.gov.au](mailto:jobs@mpsc.nsw.gov.au)
- Council’s Webpage address: [www.mpsc.nsw.gov.au](http://www.mpsc.nsw.gov.au)
- Council’s Fax number: (02) 6752 3934
- Council’s Recruitment Officers can be contacted on (02) 6757 3215.
- Council’s Human Resource Officer, Jessica Johnstone can be contacted on (02) 6757 3233.

**All the best with your application.**