

Job Application Cover Sheet



POSITION APPLIED FOR

Position Title	
How did you find out about this vacancy?	
<input type="radio"/> Local Newspaper (please specify)	
<input type="radio"/> Metropolitan Newspaper (please specify)	
<input type="radio"/> Local Government Job Directory	
<input type="radio"/> Internet (please specify)	
<input type="radio"/> Moorabool Shire Council Staff Member	
<input type="radio"/> Other (please specify)	

PERSONAL PARTICULARS

Dr/Ms/Mrs/Miss/Mr <small>(for addressing purposes)</small>	Surname		
Given Names			
Gender Male/Female			
Address		Postcode	
Home Telephone Number		Hours can be contacted on this number	
Other Contact Number/s		Hours can be contacted on this number	

PROFESSIONAL REFEREES

Name			
Position Title & Org.			
Relationship	(i.e. current supervisor)		
Telephone Number/s			
Email Contact			
Name			
Position Title & Org.			
Relationship	(i.e. current supervisor)		
Telephone Number/s			
E-mail Contact			

Job Application Guide

The following summary provides you with information on the Moorabool Shire Council's recruitment and selection procedures:

GUIDELINES

You are required to send **an original** and **one copy** of your application to:

CONFIDENTIAL

Human Resources Manager
Moorabool Shire Council
PO Box 18
BALLAN VIC 3342

Applications must be received by 5.00pm on the nominated closing date.

Hard Copy Applications: It is recommended that hard copy applications be fastened with a staple in the top left-hand corner only. Folders, plastic sleeves, etc will be discarded on receipt.

Electronic Applications: Please note that formatting can change on electronic transfer; therefore we take no responsibility for the final format presentation of your application. Applications can be e-mailed to info@moorabool.vic.gov.au

APPLICATION CHECKLIST

- **Covering Letter**
- **Job Application Cover Sheet**
You are required to complete the Job Application Cover Sheet and submit with your application.
- **Statement Addressing Selection Criteria**
It is advised that you provide a statement addressing the selection criteria with your application. The Selection Panel will be shortlisting by comparing your application to the selection criteria, therefore it is important that you show clear connections between your qualifications, experience, skills and knowledge, and the selection criteria.
- **Resume**
Please provide a copy of your current resume, outlining your employment and educational history, experience, skills and knowledge.
- **Referees**
The names, addresses, telephone numbers and e-mail address (if available) of two professional referees must be filled in on the Job Application Cover Sheet. 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.

Job Application Guide

TIMELINES

- Acknowledgement confirming receipt of your application within 5 working days.
- The short-listing of candidates is usually completed within 2 weeks of the closing date.
- You should receive either notification of interview or a letter advising of your unsuccessfulness within 3 weeks of the closing date.
- If you are the successful applicant, you should receive a written offer of appointment within 5 working days of verbal offer.

SELECTION

The Selection Panel will ask each applicant the same interview questions, based on the selection criteria. Local applicants will be interviewed in person, however interstate or overseas may be interviewed via teleconference in the first instance. The Selection Panel will advise you at the interview, when they will be calling to notify you if you have been successful or not.

Qualifications

If you are the successful applicant, you may be required to produce originals or certified copies of all relevant documents relating to your qualifications.

Pre-employment Checks

Pre-employment medical examinations and/or police checks may be required for certain positions with the Council.

PRIVACY

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 this 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 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 (03) 53667100. 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

For further information please contact **Customer Services** on:
(03) 5366 7100 or **info@moorabool.vic.gov.au**