Applying for a role at the MORNINGTON PENINSULA SHIRE

Thank you for your interest in applying for a vacant position with the Shire.

The following information has been provided to assist you with your application.

What should I include in my online application?

Applications should be clear and concise, relate to the position applied for and include:

1. A short covering letter outlining your suitability to fulfil the specific requirements as outlined in the job description.
2. A resume that summarises your employment history, experience and education.

Closing date

All applications must be received by the Shire by 12.00 noon on the stated closing date unless prior arrangement with the recruiting Manager/Team Leader as been agreed.

Acknowledgement of Application

If you make application online you should receive an automated 'Acknowledgement' email.

UNFORTUNATELY, this may not occur due to circumstance beyond the Shires control.

If you make application by POST you will receive a letter of 'Acknowledgement' by post, however if you provide an email address we will create an account online and the above should occur.

The selection process

The Shire's selection process is based on merit principles and equal employment opportunity.

Reading the position description carefully will help you understand the responsibilities and duties of the role you are applying for.

The selection panel

The selection panel plays a crucial role in the recruitment process.

The panel is responsible for assessing the relative merit of you application for the vacant position by reviewing your application.

The panel will short list applications based on the essential criteria, identifying the likely applicants for further assessment.

Applicants will be excluded if they:

- Do not satisfy a criteria
- Do not have the necessary formal qualifications;
- Are not eligible for employment based on residency status
- Provide false or misleading information.

The Shire generally receives a large number of applications. Sometimes a number of applicants appear to meet criteria so the Shire needs to assess who best meets the criteria when selecting candidates for interview. There will be times when applicants do meet the criteria but are not invited for interview.

Applicants shortlisted for further assessment will be contact and invited for an interview using the online system. If you have not provide an email address then you will be contact by phone.

Preparing the interview

The Shire will provide adequate notice, respect your privacy and let you know the assessment methods that will be used at interview.

Interviews will be based around the Position Description

Most interview questions are designed to draw out examples of your previous experience and behaviours as opposed to your knowledge or opinions.

This typically involves describing situations or the type of work involved in the position you are applying for and asking you to provide examples of like work or similar situations from your own experience, how you approached them and what you did. You may also be required to complete a task related to the position eg. typing test.

Pre-employment checks

Applicants may be required to undergo relevant pre-employment screening requirements (such as qualifications or job related checks such as Police Record Checks and Working with Children Checks) where these are essential to satisfying the requirements of the job.

Applicants may be required to undertake a psychometric assessment.

Pre-employment medicals

Applicants may be required to undertake a pre-employment medical or functional capacity evaluation check.

Making an offer

Successful applicants will be offered employment once referee checks, background checks and pre-employment screening have taken place and the results confirm that the applicant can meet the requirements of the role. This offer, firstly, will be done verbally followed by a Letter of Offer.

Checklist

Have you prepared?

- A cover letter
- A resume
- Any other relevant supporting documentation

We look forward to receiving your application.