

YOUR INITIAL APPLICATION

- Tailor your resume to highlight the specific skills and experience you have that are relevant to the role you are applying for. If you are applying for multiple roles, it is not advisable that you continue to use the same generic documents. Show us that you are genuinely interested in a role, not just interested in any job!
- Create a cover letter that specifically addresses the items outlined in the Key Selection Criteria (KSC) - available on the job ad. It is generally best to use the KSC as headings, with your response to each underneath. Having clear responses will help to maximise your chance of being shortlisted.
- Be clear about your situation. If you live in a location which is hours away, let us know about your intention within your cover letter - maybe you're moving already, maybe you would move for the right role. None of these scenarios will prevent you from being offered the role, but ensuring it is clear to us from the start will help us to avoid unnecessary questions or uncertainties.

INTERVIEWS

- Once the ad has closed and shortlisting has been completed (allow up to two weeks for this to occur), you will either be emailed to advise that you have been unsuccessful, or you will be contacted to arrange an interview. We prefer in-person interviews whenever possible, but understand that circumstances may require you to complete your initial interview online. Please note, if you are successful in progressing past your initial interview, you will have to have an in-person meeting prior to any role being offered.
- We try to have all of our interviews conducted with a panel of 3 hiring panel members. This ensures that all interview notes and scores are collected through a range of lenses and interpretations. We also aim to have a mix of genders and ethnicities on the panel, where possible. If you need any special arrangements made for this interview, please reach out and let us know.

REFERENCE CHECKS

- If you are successful in progressing to the next stage after your interview, at least two reference checks will be completed with the references you have provided. At least one of these references must be your current or recent supervisor.
- Our preference is to complete reference checks either in-person or over the phone. Circumstances may arise, however, where we will complete the reference check via online form.
- Depending on the success of the interviews, more than one applicant may be referenced checked and this should not be taken as an indication that you will be successful in obtaining the role.

YOUR OFFER

- If you are successful in receiving an offer, the Hiring Manager for a role will call out to verbally offer you the role. It is during this conversation you will determine a mutually agreeable start date, and work out any other specifics for the role you wish to discuss prior to commencement.
- Following your verbal acceptance, you will be sent a formal offer and contract of employment via the email you applied with. Please review and sign this document (can be signed digitally) at your earliest convenience. This will allow us to then switch your profile to an onboarding user.
- Once you are switched to an onboarding user, there will be multiple documents and procedures you will need to complete prior to commencing your employment. To allow us time to ensure that profile is processed in time, please complete this as soon as possible.

PRE-EMPLOYMENT CHECKS

- As part of your application process, you will be required to complete certain pre-employment checks. Exactly which checks depends on which role you have applied for. All checks are completed at the expense of Council, but you may be required to travel and commit your own time, unpaid.
 - National Police Check - completed online for all roles.
 - Right to Work in Australia - completed online for all roles.
 - Functional Fitness Assessment - completed in Albury for most outdoor roles.
 - Psychometric Assessment - completed online for all Supervisory roles.
 - Qualifications Check - completed online for certain roles identified as requiring completion of a qualification.

PRIVACY AND CONFIDENTIALITY



- Moira Shire Council is committed to ensuring your application is handled respectfully and in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).
- All applications submitted to Council, whether through our online portal, through another online process, or via directly contacting the Council, will be treated as strictly confidential unless otherwise agreed upon by you, prior to breaching this confidentiality.
- We use a merits-based approach to recruitment at Council. The information collected as part of your application is used solely for the purpose of assessing your application for the role against the role requirements and key selection criteria.
- The information you provide in your application may be stored in our online system for a period of up to six months. If you are the successful applicant, this information will be stored on your personnel file for a period of up to 7 years post your employment with Council. To enquire about the handling of your information, please contact our Council and ask to speak to Careers or email careers@moira.vic.gov.au
- Moira Shire Council may disclose information provided on your application to your nominated referees.