

Thank you for your interest in joining Greater Hume Council; a prosperous rural organisation. Applications are assessed with equity and positions are offered on the basis of merit. This document outlines the process associated with applying for a position at Greater Hume Council.

## 1. Your Application

In order to obtain an interview, your application must address and include the following:

- **Cover Letter** - The cover letter should be addressed to Council's General Manager. It should highlight your relevant qualifications, skills and experience, specifying why you would be the preferred applicant for the position.
- **Resume** - Your resume should outline your relevant education/qualifications, employment history and other activities and experience. It is crucial that your resume is formatted clearly to highlight your key capabilities and skills. You should also include your email address, your phone number and at least two referees and their contact details.
- **Essential Criteria** - Your application must address the Essential Criteria. This criteria is located in the Position Description, underneath the heading 'Essential Criteria'. It is strongly recommended that you make each Essential Criteria a heading and outline how you meet these criteria by describing your relevant skills, qualifications and experience. Applications that do not address each of the Essential Criteria may not be considered.

## 2. Submit Your Application

You should ensure that Greater Hume Council receives your full application no later than the closing time and date indicated on the advertisement. Please ensure your application is compatible with Microsoft Word or is in a PDF format.

Applications should be submitted through Council's eRecruitment Platform, Pulse. Please visit Council's Website #greaterhume and select the 'Careers with Us' tab. A link to Pulse will be available for applicants to visit and submit an application.

## 3. Shortlisting

After the closing date, all applications are reviewed and assessed to determine if they will be shortlisted for interview.

## 4. Interviews

Interviews will be carried out by a panel of three or more Council employees to those shortlisted applicants. The interview will comprise of a series of questions specific to the position and Essential Criteria. Applicants will have the opportunity to preview interview questions prior to the interview. It is suggested that applicants have examples to reinforce the Essential Criteria throughout the interview. Panel members also request that applicants bring relevant licences and certificates to be validated.

## 5. Preferred Applicants

The preferred applicant will undergo a series of pre-employment assessments/validations including:

- Referee Check
- Medical Assessment
- Functional Assessment

- Working with Children Check (if required)
- Criminal Records Check (if required)
- Skills Competency Assessment (if required)

Following the successful outcome of these assessments/validations, the preferred applicant will be made an offer of employment.

## 6. Recruitment Timeframes

Applicants should allow three working weeks from advertised closing date to process applications. Council will contact shortlisted applicants by phone and invite to interview. Unsuccessful applicants will be notified by email.

## 7. Further Information

Should you have any further questions specific to the advertised position(s) please refer to Council's contact within the advert. For all other general enquires regarding recruitment, please contact Council's People and Culture Officer – Jessica Winnett 02 6036 0100.

## 8. Application Checklist

- Cover Letter (approximately 1 page)
- Resume – include your email, phone number, two referees and relevant security clearances (if required)
- Essential Criteria – ensure you address each essential criteria
- Proof read and check application
- Submit application online via Council's Website within the 'Careers with Us' tab.