

CITY OF ONKAPARINGA EMPLOYMENT APPLICATION GUIDE

Thank you for your interest in working for the City of Onkaparinga.

The City of Onkaparinga adheres to the principle of equal employment opportunity and merit based employment decisions. This means that we only assess the skills, knowledge, abilities, work performance and personal qualities that are relevant to the position you have applied for.

We look forward to receiving your application.

BEFORE YOU COMMENCE YOUR APPLICATION

You are encouraged to find out as much as you can about the City of Onkaparinga and the position in order to best prepare for the selection process.

The job advertisement includes contact details for the hiring manager responsible for the recruitment; they will be able to answer questions you have about the position.

POSITION DESCRIPTION

The position description for every role at the City of Onkaparinga is very comprehensive, so please ensure you read this document thoroughly.

COVER LETTER AND SELECTION CRITERIA

Your cover letters should provide a snapshot of what you have to offer. We want to know why you are interested in the position and the reasons why we should hire you.

It is also important that you include any required information that has been outlined in the job advertisement. Ideally your cover letter should be no more than one to two pages in length and should be addressed to the hiring manager as stated on the advertised position.

Selection criteria standardises the recruitment process and allows for candidates to be assessed on merit. The essential and desirable requirements are contained in the *position skills, knowledge and experience* section of the position description.

If the position you are applying for requires you to respond to a list of selection criteria, please provide brief examples, demonstrating how you meet the essential requirements.

As a general rule, your response to the selection criteria (when required) should be no more than two additional pages in length, and included with your cover letter.

The most important aspect of addressing key selection criteria is to provide actual examples of your experience.

RESUME

A resume provides a summary of your skills, employment history, experience, knowledge and abilities. A good resume will be tailored to the position you are applying for with emphasis on the skills and experience that directly relates to the role.

Please include your resume in your application, with your cover letter and response to the selection criteria.

SUBMITTING YOUR APPLICATION

Apply directly through our website by submitting a job application form against the relevant vacancy. Please ensure you include your cover letter, selection criteria and resume before submitting. You will receive an email notification confirming the receipt of your application. If no email is received after submitting an application, or you experience other issues when applying, please contact the Human Resources team.

CLOSING DATE

All applications must be received by the stated time and closing date on each individual advertisement. Late applications will only be accepted under exceptional circumstances. To discuss a late application please contact the hiring manager as stated on the advertisement.

SHORTLISTING

Selection is based on equity and merit. Shortlisting will be finalised after the closing date and shortlisted applicants will be contacted for an interview. Candidates who do not progress to this stage will be notified of the outcome of their application by email.

INTERVIEW

If you are shortlisted, you will be interviewed by a selection panel made up of three staff members. The interview allows you to expand on information provided in your application and to enable the panel to explore your skills and experience further. The panel will have a series of questions to ask you

which are usually a combination of behavioural, technical and values based questions. You will also have the opportunity to ask questions throughout, and at the end of the interview. We encourage you to think of some questions prior to the interview; you are interviewing us, as much as we are interviewing you!

Applicants who are interviewed, but not successful in progressing to the next stage, will be contacted via telephone by a member of the selection panel and will be given the opportunity to discuss feedback on their interview.

ADDITIONAL ASSESSMENT

A range of assessment methods may be used to assist selection, including psychometric testing and competency based testing.

Psychometric assessments are a form of measurement used to determine an individual's strengths and development areas. These tests are typically used for recruitment purposes, to determine a candidate's suitability for a role and their fit to the organisation and team.

Psychometric tests reduce the subjectivity or bias in recruitment decision making and provide further insight into a person's characteristics. A decision on whether or not a candidate should be appointed will not be made using the results of this test alone.

REFERENCE CHECKS

Following the interview, the selection panel may wish to contact your nominated referees. Referees will only be contacted after your permission has been granted.

PRE-EMPLOYMENT MEDICAL EXAMINATION

As part of the overall recruitment process, pre-employment medical examinations are undertaken to provide information concerning the suitability of a prospective employee to perform the duties and responsibilities for the position applied. The examination also advises of any reasonable adjustments and/or modifications that may be required for the City of Onkaparinga to consider on commencement. Your medical records remain strictly confidential and are reviewed by Human Resources and the hiring manager.

OTHER BACKGROUND CHECKS

For some positions, it may be necessary to undertake a Department of Human Services (DHS) screening.

SELECTION AND APPOINTMENT

The successful applicant will be offered employment once reference checks, background checks and pre-employment screenings have taken place and the results confirm that the applicant can meet the requirements of the role.

MORE INFORMATION

For more information regarding our recruitment process, please contact Human Resources on (08) 8301 7243 or email recruitment@onkaparinga.sa.gov.au