



## Applying for a Position

Thank you for your interest in applying for a position with Murrumbidgee Council. We are an Equal Opportunity Employer, all applications are assessed on the merit of each applicant against the requirements of the role. The process used to select the successful applicant is as follows:

### 1. Your Application

Your success in obtaining an interview is based on how well your experience, qualifications, skills and knowledge meet the specific requirements of the advertised position.

Your application needs to contain the following:

- **Cover letter**  
Your cover letter should highlight your qualifications, skills and experience and state how you believe you meet the requirements for the position.
- **Resume**  
Your resume **must** include an email address and telephone contact details preferably a **mobile number** and should outline your education/qualifications, employment history and interests. As your application will be one of many read by the selection panel, it needs to be clear, concise and highlight your capabilities and experience.
- **Claim for the Position (Key Selection Criteria)**  
A critical part of your application will be your response outlining how you meet requirements of the position. These will usually be 6- 8 key elements of the role which are clearly aligned to the content of the position description. It is important that you give a clear explanation of how your relevant qualifications, skills and experience address the criteria.
- **Referees**  
A requirement of your application is that you nominate two work referees who can be contacted to comment on your employment and work performance. These referees must be current, and at least one needs to be a current or recent direct supervisor.
- **Attachments**  
It is recommended that your cover letter and resume is compatible with Microsoft Word or in PDF format.

### 2. Applications

Applications including your letter of application or application form (if we have requested be completed & provided), referee details, resume and supporting documents can be emailed to [jobs@murrumbidgee.nsw.gov.au](mailto:jobs@murrumbidgee.nsw.gov.au)

### 3. Short Listing

This involves reviewing all of the applications and deciding which candidates will progress to the interview stage.

An applicant may meet the key aspects of the position and yet not be selected for interview. This usually occurs when there are a large number of applicants, some of whom meet the critical elements on a more competitive basis.

**Working with Children:** if the position involves working with children, applicants must have obtained, or applied for, a Working with Children Check and provide details of their application

for, or their current clearance. For further details and application information visit [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au)

**Police Check:** if the position requires an Australian National Police Check, applicants for these positions must have obtained, or applied for, an Australian National Police Check and details of their current clearance or application must be provided. For further details and application information visit [www.police.nsw.gov.au](http://www.police.nsw.gov.au).

#### 4. The Interview

The interview will be conducted by two or more panel members and consist of structured questions relating to the role, the position description and in particular the key selection criteria. Please be prepared to provide examples demonstrating your ability to meet the criteria. The STAR technique below may assist.

#### STAR technique



**Situation:** Describe the context within which you performed a job or faced a challenge at work. For example, perhaps you were working on a group project, or you had a conflict with a co-worker. This situation can be drawn from a work experience, a volunteer position, or any other relevant event. Be as specific as possible.

**Task:** Next, describe your responsibility in that situation. Perhaps you had to help your group complete a project within a tight deadline, resolve a conflict with a co-worker, or hit a sales target.

**Action:** You then describe how you completed the task or endeavoured to meet the challenge. Focus on what you did, rather than what your team, boss, or co-worker did. (Tip: Instead of saying, "We did xyz." say "I did xyz.")

**Result:** Finally, explain the outcomes or results generated by the action taken. It may be helpful to emphasize what you accomplished, or what you learned.

#### 5. Next Steps in the Selection Process

As part of the selection process the following assessments may be conducted by an external provider following the interview:

Medical declaration or Medical and Audio Examination	Educational Qualifications
Drug and Alcohol Screening	Behavioural Assessment
Physical Functional Assessment	Criminal Records Check or declaration
Working with Children Check	Eligibility to work in Australia (visa verification)
Reference Checks	

Following the interview and positive confirmation from the relevant assessments, you may be selected as the preferred candidate. If so, you will be offered the position verbally or by email, upon acceptance of the position by email you will receive confirmation of the offer in writing.

## **6. Recruitment Timeframes**

Please allow up to three weeks from the closing / review date for the processing of your application. Only short listed candidates will be contacted by phone or email for interview. If you are not contacted within three weeks of the closing / review date you may consider your application is unsuccessful. If you attend an interview and your application is unsuccessful you will be contacted by phone or by email.

## **7. Reminder**

Applications including your letter of application or application form (if we have requested be completed & provided), referee details, resume and supporting documents can be emailed to [jobs@murrumbidgee.nsw.gov.au](mailto:jobs@murrumbidgee.nsw.gov.au)

**Thank you for your interest in applying for a position with Murrumbidgee Council.  
Should you have any further queries please contact Council's Human Resources  
Industrial Relation Advisor on 02 6960 5500.**