



EMPLOYMENT APPLICATION GUIDE

Thank you for your interest in working at Golden Plains Shire Council. These notes are provided to assist with your application and to guide you through the recruitment and selection process.

APPLICATIONS

Ensure that you have read the position description and understand the requirements of the position.

Applications must be received by the closing time and date shown in the advertisement and must include the following attachments:

1. **Covering Letter** which introduces yourself and your interest in the advertised position.
2. **Your Resume** which outlines your education, employment history, skills and any other relevant experience.

We prefer you submit your application through our employment website:

www.goldenplains.applynow.net.au

If you do not have access to this website you can submit your application via email to enquiries@qplains.vic.gov.au or by posting it to:

Mr Rod Nicholls
Chief Executive Officer
Golden Plains Shire Council
PO Box 111
BANNOCKBURN VIC 3331

EMPLOYMENT PROCESS

Notification and Timeframes

All applications will be acknowledged by HR via email or the post if an email address is not provided.

As a guide, short-listing of candidates is usually completed within two weeks of the closing date.

Within four weeks of the closing date, you will receive either a phone call inviting you to attend an interview, or correspondence advising that you were unsuccessful.

The Interview

If you are invited to attend an interview, the interview panel will usually consist of two or three Council staff and may last up to 1 hour.

Each applicant is asked the same interview questions.

You will usually be expected to attend an interview in person, unless you are interstate or overseas where an initial teleconference interview may be arranged.



Referees

If you are attend an interview, you will be asked to provide the names, address and telephone numbers of two professional (work-related) referees. Usually this would include your current supervisor or another representative of your current employer. You will not be asked for written references.

Referee statements provided may be deemed confidential information and may be classified as exempt documents under the Freedom of Information Act (1982).

Qualifications

If you are the successful applicant, you will be required to provide certified copies of relevant qualifications.

Pre-Employment Checks

Most positions require you to complete a Police Check. If you are the successful applicant, we will forward the forms for you to complete. You must complete and return them immediately to allow time for Council to process the check. You will be contacted only if the check shows a relevant conviction. If you do have a relevant conviction Council may retract the job offer.

Please note that we do not accept copies of recent Police Checks.

Pre-Existing Injury and Disease Declaration

If you are the successful applicant you will be required to complete a Pre-Existing Injury and Disease Declaration. A false or misleading statement or failure to disclose relevant information may affect any future claims if an injury or disease is aggravated. A false statement may result in disciplinary action up to and including dismissal.

Probationary Period

As a new employee, you will have to complete a six month probationary period.

Equal Employment Opportunity

Golden Plains Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognize our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

Code of Conduct

Golden Plains Shire Council requires all staff to behave in accordance with the Code of Conduct. You will receive a copy of the Code with your letter of offer and must sign the Code and return it prior to commencement.