



## **Application Guidelines**

This information is provided to assist you in submitting applications for advertised vacancies within the Regional Council of Goyder.

Please read this information carefully as it will help you to understand the Council's selection process and to prepare your application.

### **Recruitment and Selection Procedure**

Recruitment and selection processes are based on the principles of equal employment opportunity to ensure that all applicants are equitably assessed on their abilities, skills, knowledge, qualifications and potential relative to those of other applicants.

### **Preparing Your Application**

Before you start you will need to read through the Position Description. As this position may attract a number of applicants, you need to ensure that your application clearly explains how you meet all the requirements for the position.

**Your application should include:**

**1. A brief Covering Letter**

**2. An up-to-date Resume**

**3. Nominated Referees (minimum 2)**

The best referees are those who can comment directly on your abilities and experience in relation to the job you are applying for. Please make sure that the contact details for your referees are current and they know you are applying.

**4. Your Contact Details**

We may need to contact you during the selection process. Please provide your daytime phone number and email address.

### **Where to Apply**

Applications can be mailed in an envelope marked 'Confidential' to:

Human Resources  
Regional Council of Goyder  
1 Market Square  
BURRA SA 5417

Or emailed to Human Resources: [employment@goyder.sa.gov.au](mailto:employment@goyder.sa.gov.au)

### **Your Responsibility**

Once you have completed your application it will be your responsibility to ensure that:

- you have included 1-4 as listed above.
- you forward your application before the advertised closing date.

Please do not include originals of any supporting documents with your application.

## **Late Applications**

Late applications do not have to be considered. If there are extenuating circumstances that prevent you from submitting your application by the closing date, let us know **before** the closing date.

## **Privacy**

Local Government in South Australia is not bound by the Privacy Act 1988. However, sensitive personal information will be collected during the recruitment process. This information, in respect of the successful candidate, will become part of their personnel file.

## **SELECTION PROCESS**

### **Short Listing**

If you are short-listed for an interview, you will be contacted to advise of the date, time and location of the interview. We try to give at least 3 days' notice to attend an interview. If you are not successful in being short-listed, you will be notified by email.

### **The Interview**

All applicants will be asked the same set of questions, based on the Position Description, to assist the selection panel to assess how well each candidate's qualifications, experience, knowledge, skills and personal attributes meet the requirements of the job. The questions will include behavioural type and situational type questions which will focus on how you would handle particular situations or aspects of the position.

### **Offer of Employment**

The successful candidate will be contacted by phone with a verbal offer of employment. A formal written offer will be forwarded at a later stage. If you attend an interview, but are not successful, you will be advised by phone or email and a formal notification letter will be posted.

### **Medical Assessment**

Prior to a person being appointed to Council, it is a requirement for a pre-employment medical assessment to be conducted by a medical practitioner of the applicant's choice, with the costs being met by Council. The documentation for this will be provided prior to a formal offer of employment. For an appointment with Council to proceed, the medical report must clearly state that the person is fit for the proposed duties.

### **DSCI Security Clearance**

Appointment with Council is subject to the provision of a satisfactory clearance relevant to the role, paid for by Council.

### **Probation Period and Performance Review**

Performance will be reviewed during and at the end of the probation period and thereafter on an ongoing basis.

### **Further Information**

If you need more information or clarification about the selection process or the advertised role, please contact Council's Human Resources Officer on 8892 0100.