



# Employment Application Pack

# Application Pack for Advertised Vacancies

---

Thank you for your interest regarding employment with the City of Kwinana.

## Human Resources Mission:

The HR team is dedicated to providing the highest quality of customer service delivered with a sense of individual pride and aligned to the staff values of the City of Kwinana. It is the mission of the HR team to support the optimization of the business operations of the city through its most valuable resource – it's STAFF.

## How to Apply

To apply for employment with the City of Kwinana you are required to submit the following:

### 1. Employment Application Form

Please complete this form online by visiting [www.kwinana.wa.gov.au/current-vacancies](http://www.kwinana.wa.gov.au/current-vacancies), navigating to the position you wish to apply for clicking 'apply for job'.

If you are submitting your application via post, fax or hand delivery, you must fill in and attach a hard copy Employment Application Form, included at the end of this document for your use.

**Please note:** that if this form is not completed your application will not be accepted.

### 2. A resume containing:

- personal details – e-mail address, name, postal address, contact telephone number/s;
- summary of work experience including dates and details of tasks performed in each position, commencing with the most recent;
- education and training relevant to the position, including photocopies of relevant formal qualifications;
- any activities you have undertaken outside of work which are relevant to your application; and
- details of at least two referees who can provide comments on your work performance.

### 3. Covering Letter

The covering letter gives you the opportunity to introduce yourself to the selection panel and must include the title of the position and the position reference number.

You should explain why you are applying for the position and you may like to give a brief summary outlining your application. Your covering letter should be **no longer than one A4 page**.

Before applying you should feel confident that the job is the one you have the necessary skills and abilities to do successfully. Read through the selection criteria of the position description and ask yourself whether you meet each requirement.

## Submitting your Application

Your application is the first step towards securing an interview and therefore should be of the highest standard possible.

The City does not favour online applications over written applications, or vice versa.

All applications should be neat and legible for ease of reading by the panel. If applying in writing, please staple together all information; do not enclose your application in a folder.

Please note that providing false or deliberately misleading information within an application may result in your application being disregarded, or may be grounds for dismissal should you be successful in gaining the position.

### 1. Online application (preferred method)

Visit [www.kwinana.wa.gov.au/careers](http://www.kwinana.wa.gov.au/careers) to submit your application via our website.

If you require assistance applying online please do not hesitate to contact the City of Kwinana Human Resources Team on 9236 4626.

### 2. Email your application

[jobs@kwinana.wa.gov.au](mailto:jobs@kwinana.wa.gov.au)

### 3. Posted application

Mail your application to:

City of Kwinana Human Resources  
PO Box 21  
KWINANA WA 6966

### 4. Deliver in person

Hand deliver your application by visiting our Administration Office at:

City of Kwinana  
Corner Gilmore Avenue and Sulphur Road  
KWINANA WA 6167

## Addressing the selection criteria

If you are requested to address the selection criteria in the job advert, you need to include a separate claim for the position with your application. The best way to set out your statement is to list each criterion and then clearly explain under each one how you meet it. For each criterion, describe your skills, knowledge and experience and show how they could be used in the job you are applying for.

It should be noted that if you are not required to respond to the selection criteria to apply for the advertised position, should you be shortlisted, you may be required to respond to some selection criteria as outlined in the position description.

The selection criteria describe the skills, knowledge, qualifications and experience needed to do the job. Written answers to selection criteria are used to select the best applicant on merit. The essential and desirable selection criteria for each position are contained in the position description.

Provide an example to demonstrate how you applied (or would apply) the selection criteria. If needed describe the process step by step and say how you knew you were successful.

### The Star Method

- Situation
- Task
- Action
- Result

The STAR method is a useful way to assist in addressing the selection criteria appropriately.

#### Situation

Where and when did the nominee carry out the task or solve the problem or handle the issue in the workplace?

#### Task

What was the specific task, problem or issue the nominee was faced with? Who was involved? What was the nature and complexity of the task? What were the consequences if the task or issue was not handled effectively?

#### Action

What positive action did the nominee take that displayed one of more of the core values? This is the section in which you need to be particularly succinct, ensuring you describe all the actions the nominee took that led to the success in a particular situation.

#### Result

What was the result or achievement reached from the situation described?

**Remember** that you are competing with other applicants for this position. The information you provide in answering the criteria will inform our decision in inviting you for interview. If you don't show how you meet these criteria, your application is unlikely to be considered further.

## **Closing date and late applications**

Vacancies with the City of Kwinana are advertised for a specific period and close at 5pm on the closing date shown in the advertisement.

In fairness to all applicants late applications cannot be considered unless the Human Resources Team has given consent to such a request. Permission must be sought before the closing date for applications by calling 08 9236 4626.

The acceptance of late applications will also be at the discretion of the Manager Human Resources, in consultation with the relevant manager or director.

## **Selection Process**

If you apply online your application will be acknowledged immediately via an autoreply, all other applications will be acknowledged within five working days of the advertised closing date.

All applications received by the nominated closing date and time will be rigorously assessed against the quality of the application and information provided by the appointed selection panel. This short listing process is performed to identify the most competitive applicants for interview. You should be aware that you may not necessarily be considered by the panel, even if you appear to be suitable from your application.

If your application is nominated on the shortlist you will be contacted by telephone to make arrangements for an interview.

If you are not contacted for an interview, you will receive correspondence confirming your application has not been successful.

## **Interviews**

The interview panel usually consists of three individuals. Whilst the City of Kwinana encourages diversity on selection panels, this does not necessarily mean that both genders will be represented on a panel. Selection panel members are expected to have a well developed understanding of the selection process, including equity issues.

All interview questions will be job related, that is - they relate to the selection criteria and competencies for the position you are applying for. If there are no selection criteria for the position you are applying for, the questions will be based on the knowledge, skills, experience and qualifications required for the position. The same questions will be asked of every candidate interviewed.



To allow the panel to fully assess your skills you may be asked to undertake selection tests that measures your level of competency in a skill set inherent to the requirements of the position, such as word processing speed, agenda preparation or development of a spreadsheet. You will be informed if selection tests are integral to the interview you are attending.

To prepare yourself for the interview you should:

- Re-read your application, the position description and the selection criteria (if applicable).
- Focus on the selection criteria and think of examples of work situations where you applied the relevant skills and abilities, how you assessed the situation/s, what action you took and what outcomes you achieved.
- Think about the duties of the position and how you would carry them out. Consider any problems you might encounter and how you would resolve them.
- If the position has a supervisory role, consider your special responsibilities as a supervisor.
- If you have relevant pieces of work that display your skills and abilities, you should organise your work for presentation at the interview.

## **After the Interview**

If you are short-listed for the position you will be telephoned and requested to attend a pre-employment medical. You may also be asked to provide some documents (for example, qualifications, birth certificate, evidence of citizenship/resident status). There may also be some pre-employment checks (for example, checks for child related employment).

If you are the selected applicant for the position the selection panel will contact you with a job offer. This offer will be confirmed in writing.

If your application is unsuccessful following an interview, you will receive notification, either in writing or over the phone.

If you have any further queries regarding the City of Kwinana recruitment process please do not hesitate to contact the Human Resources Team on 08 9236 4626.

## **Employee benefits at the City of Kwinana**

Employee benefits include up to 15.5% employer superannuation contribution, study assistance, an array of health & well being programs, including gym membership for all non casual employees, subsidised corporate uniform and flexible and family friendly work practices in a metropolitan community at a convenient location.



## Staff Values

Lead from where you stand

Act with compassion

Make it fun

Stand strong, stand true

Trust and be trusted

Why not yes?

# Advertised Vacancy Application Form

\*Please mark the appropriate box with a tick.

|                        |                       |
|------------------------|-----------------------|
| <b>Position number</b> | <b>Position title</b> |
|                        |                       |

|                        |  |          |  |
|------------------------|--|----------|--|
| Surname                |  |          |  |
| Other names            |  |          |  |
| Contact Address        |  |          |  |
| Suburb                 |  | Postcode |  |
| Home phone             |  | Mobile   |  |
| Email address          |  |          |  |
| Drivers Licence Number |  | Class    |  |

## Citizenship

Permanent residency is a prerequisite for appointment to permanent staff. Non-permanent residents are eligible for term appointments.

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Are you an Australian Citizen?                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If "No", please answer the following questions: |                              |                             |
| Are you a New Zealand Citizen?                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you been granted permanent residency?      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |



## Health

|  |  |                              |                             |
|--|--|------------------------------|-----------------------------|
| To the best of your knowledge and belief are you of sound health?  |  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If "no", please give details:<br><hr/> <hr/> <hr/> <hr/>   |  |                              |                             |
| <b>Previous Workers Compensation Claim</b>   |  |                              |                             |
| A previous Worker's Compensation Claim or other injury/disability is NOT a barrier to the consideration of an application for employment. However, to assist in assessing opportunities for your placement in appropriate employment, please indicate if you have made a previous claim: |  |                              |                             |
| Yes <input type="checkbox"/>   |  | No <input type="checkbox"/>  |                             |
| If "Yes" will the disability or injury be likely to affect your work performance or could it recur or be aggravated by the type of work for which you are applying?  |  |                              |                             |
| Yes <input type="checkbox"/>   |  | No <input type="checkbox"/>  |                             |
| Please give details of previous claim:<br><hr/> <hr/> <hr/> <hr/>  |  |                              |                             |

## Convictions

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court? You do not need to give details of any conviction which you have declared Spent (Spent Convictions Act 1988).

Yes

No

If "Yes", please give details:

---

---

---

---

**Note:** A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before a final decision is made.

## Referees

### Referee 1

Name:

Contact number:

### Referee 2

Name:

Contact number:

## Declaration

I declare that statements in this application to be true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

**Signature:**

**Date:**

## Supporting documentation

Additional information in support of your application should be attached to this document when submitted.

## Survey

Please indicate how you became aware of the current vacancy by ticking one of the following boxes:

- West Australian newspaper
- Local newspapers
- City of Kwinana website
- Seek
- LG Net
- Facebook
- Twitter
- LinkedIn
- Word of Mouth
- Other (please specify):

---

---

---