

# FACT SHEET

# APPLICATION GUIDELINES

Thank you for your interest to apply for a position at the *City of Kalgoorlie-Boulder*. This guide is designed to assist prospective candidates in understanding our recruitment, application and selection process.

## Our Recruitment Process

The *City of Kalgoorlie-Boulder* is an equal opportunity employer. As per our legal obligations under the *Equal Opportunity Act 1984* we are committed to maintaining a safe, diverse and inclusive workplace. We encourage applications from people with diverse cultural backgrounds, people of all abilities, community members and those outside of the region to apply. Our workplace supports and encourages all employees to achieve their highest potential.

We follow a set process for recruiting our employees;

1. We advertising for a vacant position on our Employment Opportunity page;
2. We review all applications and shortlist as per the position requirements;
3. We invite you to attend a structured interview with selected panel members, if you are shortlisted further;
4. A minimum of two referees are contacted;
5. You are required to compete a medical assessment and other background checks;
6. Appointment into the position;
7. On commencement of employment, you will be required to attend an induction covering our history, values, purpose and safety.

## Preparing Your Application

Your application should include the following;

### Cover Letter

This letter should outline the key reasons why you are applying for the position and have an overall summary of how your skills and experience meet the requirements of the position. You should also include your full name, address, contact number and the title of the position you are apply for.

### Resume

Your resume should clearly outline your employment history or work experience (in date order, with your most recent employment or work experience first); the dates or timeframes you were employed; the position title you held and the responsibilities; your education, qualifications and current licenses (with copies) which should also be enclosed as proof of evidence and a minimum of two contactable referees.

### Address the Skills, Knowledge and Capacity

Each position at the *City of Kalgoorlie-Boulder* has specific criteria in which an employee is able to perform the role. The Key Selection Criteria for each position is located on the Position Description. Unless otherwise stated, all candidates must address the Skills,

Knowledge and Capacity section of the Position Description to accompany their application. Each point in the Skills, Knowledge and Capacity must be addressed by providing examples which demonstrate your relevant experience and ability.

### **Submitting Your Application**

All vacant positions are advertised on our Employment Opportunity page. The City only accepts applications submitted via our website through the “Apply Now” function available under the position. The City will not accept or acknowledge applications received in person, emailed, mailed or any other form other than the website.

When submitting your application please ensure you attach the following;

1. Cover letter;
2. Resume (including qualifications, current licenses or other relevant documentation as proof of evidence);
3. Document addressing the Skills, Knowledge and Capacity section of the Position Description.

Once you have successfully submitted your application you will receive an email as acknowledgment that your application has been received. If you are applying for multiple positions you will need to apply to each position separately.

Please ensure your application is submitted before the closing date and time as indicated on the advertisement. Applications received after the closing date may not be accepted or considered.

### **Our Selection Process**

Candidates who are able to demonstrate that their skills, knowledge and capacity and have relevant experience that aligns with the position requirements may progress through the selection process.

All applications will be carefully considered during the selection process by a panel of members. If your application is successful during the selection process our People and Culture team will contact you within two weeks of the application closing date. If you have not been contacted during this period, your application has not been shortlisted for an interview.

### **The Interview**

The interview will consist of selected panel members and a representative from People and Culture. Our interviews are structured to include behavioral and situational questions which incorporate our core values and the City's qualities and behaviors.

If you have been selected for an interview these are some helpful tips to assist you;

- Familiarise yourself with the Key Accountabilities and Outcomes/ Key Performance Indicators (KPI's) for the position. This can be located on the Position Description;
- Think of specific examples of situations where you have applied the relevant skills and abilities;
- Bring personal notes with you to your interview;
- Bring any relevant examples to show off your skills and abilities.

Additional interviews may be required dependant on the position you have applied for.

### **After the Interview**

After all interviews have been conducted the selected panel members will assess each candidate's performance and review all relevant information gathered including the application. Candidates will be notified the outcome of the interview by our People and Culture team. Candidates shortlisted after the interview stage may have a minimum of two references contacted, undergo mandatory medical assessment/s and other pre-employment/background checks.

### **HELPFUL TIPS FOR SUBMITTING YOUR APPLICATION**

- Ensure you have up to date and correct contact information;
- Allow yourself enough time to submit your application;
- Check your application information thoroughly and ensure all the questions are answered before submission;
- Keep the information relevant, clear and concise;
- Check spelling and grammar;
- We recommend uploading your documents in in PDF or Word format only

We hope that you have found this information useful and that it has assisted you in submitting your application.

Should you have any queries regarding submitting your application or our recruitment and selection process, please contact our friendly People and Culture team at the City on (08) 9021 9600 or email [PeopleandCulture@ckb.wa.gov.au](mailto:PeopleandCulture@ckb.wa.gov.au)

Good Luck! We look forward to receiving your application soon.