

McKinlay Shire Council

Recruitment Process Information



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This document explains what is to be expected throughout the recruitment process for a position within McKinlay Shire Council. If you have any further questions after reading this document please contact HR on (07) 47467166 or email employment@mckinlay.qld.gov.au

What is required from applicants wishing to apply for a position with McKinlay Shire Council?

In order for the Selection Panel to consider you for a role you will need to demonstrate how you meet the requirements for the position, in order to do this you will need to provide at minimum the following four documents;

- 1. A completed applicant summary form;**
- 2. A current Resume identifying two referees;**
- 3. A cover letter addressing the Selection Criteria, as identified in the Position Description.**

It is essential that applicants respond to each criteria, writing at least 1 paragraph explaining how you have demonstrated the particular skill or quality.

The STAR model is one way of presenting information against selection criteria. For each criterion think about the following and use these points to form sentences:

- Situation** Set the context by describing the circumstance where you used the skills or qualities and gained the experience.
- Task** What was your role?
- Actions** What did you do and how did you do it?
- Results** What did you achieve? What was the end result and how does it relate to the job you are applying for?

- 4. Copies of relevant qualifications / certificate**

Submitting your application

It is essential that your application is received BEFORE the specified close date clearly identified on all adverts, late applications may be considered with approval from the Chief Executive Officer.

You can submit your application one of two ways;

1. In person/by mail to: - McKinlay Shire Council, 29 Burke Street, Julia Creek QLD 4823; or
2. Email employment@mckinlay.qld.gov.au;

Please make sure before submitting your application that all components are complete.

What next?

Within 5 working days of the closing date for receiving applications the nominated Selection Panel will perform an initial assessment of applications using the selection criteria. This process is used to short list applicants to identify those required for an interview, either face to face, telephone or video conference.

Applicants who are successful in receiving an interview will then be contacted and a suitable time arranged.

After interviews have been conducted, the selection panel will perform referee checks on the shortlisted applicants. The panel will then take their recommendation to the Chief Executive Officer for approval. Once this is done, all unsuccessful, applicants will be notified. The successful candidate will be contacted via telephone.

It is anticipated that the recruitment process from the close of applications to appointment of the successful candidate will take approximately 2 to 3 weeks.

Additional information

- As part of McKinlay Shire Council's recruitment process successful applicants may be required to undertake a pre-employment medical before commencing employment.
- Applicants must be either permanent residence of Australia or supply evidence that they have the right to work in Australia.
- A three to six month probationary period will apply to successful candidates.
- You may be the subject to a criminal history check subject to your new role within council.

How will your personal information be used?

We will use your personal information to:

- assess your job application.
- Determine your actual or possible work placement.
- Verify the information you provide to us for example in relation to your health, work, experience skills, education qualifications, criminal record and if we require, citizenship, residency, or Visa work entitlements.

We may also need to use or disclose your personal information for purposes allowed by law (such as in an emergency situation, or to assist in a law enforcement agency)

How your personal information will be protected

If you are successful in your application, we will keep your personal information on file in accordance with the General Retention and Dispose Schedule under the *Public Records Act 2002*.

While we hold your personal information, we will take reasonable steps to protect it against loss, unauthorised access, use, modification or disclosure and any other misuse.

How to contact us

If you require more information on Councils Recruitment process, please contact HR on (07) 4746 7166 or email employment@mckinlay.qld.gov.au