

Stage 3: The interview

Availability for interview

We assume you are available to be interviewed from the date applications close. We will normally give you at least three day's notice prior to your interview. If you know you will be unavailable in the month after the closing date, you should advise us of your expected absence in your application.

The interview

A selection panel will assess your suitability for the position against the essential criteria. We will ask similar questions of each applicant and make a selection for short listing based on the answers provided.

You will be asked to bring the following

- Right to Work in Australia documentation (e.g. birth certificate, passport, visa).
- Originals or copies (certified by a Justice of the Peace) of relevant qualifications, licences, references etc.

Stage 4: Pre-employment physical assessment

Short listed applicants will be contacted by telephone and asked to attend a pre-employment assessment at Council's expense.

Stage 5: Selection and notification

If you are interviewed, you will be advised- whether or not you have been successful.

More information

For more information on a specific job, please make contact with the person nominated in the job advertisement.

If you'd like more information on working with us, download 'The benefits of working with us' from Council's website, www.hornsby.nsw.gov.au.

Thank you for your interest in working with Hornsby Shire Council and good luck with your application.

Note for prospective applicants

to Hornsby Shire Council



Why join Hornsby Shire Council?

- Great careers • Great location • Great benefits • Great people.



The Bushland Shire

Hornsby Shire Council
296 Pacific Highway, Hornsby
PO BOX 37, Hornsby NSW 1630

Phone: 9847 6666 Fax: 9847 6999
8.30am - 5.00pm Monday to Friday
www.hornsby.nsw.gov.au



Introduction

Thank you for enquiring about working at Hornsby Shire Council.

Hornsby Shire is the second largest local government area in the Sydney region. The Shire, located to the north of Sydney, encompasses land from Epping to Wisemans Ferry and Brooklyn.

Stage 1: Your application

Your application should be well organised and provide sufficient relevant information about your education, work history, skills and experience to allow the selection panel to determine whether you will be interviewed for the position. This should be contained within your cover letter, curriculum vitae or supporting documentation.

Personal information

Please provide your:

- Full name
- Address
- Contact telephone numbers
- Email address, or
- An address for correspondence

Education and training

List chronologically (from present to the past) your qualifications and training courses which are relevant to the position for which you are applying.

About us

Hornsby Shire Council has approximately 750 employees working in a wide range of fields. We offer great working conditions.

Work experience

Identify positions you have held from the present to the past, listing briefly the duties of each. Give greater detail on the more recent and current positions and highlight details of achievements relevant to the position for which you are applying.

Referees

Please do not forward written references with your application.

Application tips:

- Keep your application concise and as relevant as possible.
- Do not overstate your case – remember we will check your references.
- Do not send us copies of your education qualifications or written references.

Sending your application

Please ensure that your application arrives at council by the closing date stated in the job advertisement.

Applications may be emailed to: hscjobs@hornsby.nsw.gov.au

Applications may alternatively be sent to:

The Human Resources Branch
Hornsby Shire Council
PO Box 37, Hornsby NSW 1630
Facsimile: 9847 6549

Equal Employment Opportunity

We are an equal opportunity employer. We aim to ensure that fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexuality, transgender, carer's responsibility, race/ethnicity or religious background. If you are selected for an interview, please advise us if you have any special requirements to assist you in attending the interview.

Stage 2: After you have sent your application

Acknowledgement

We will acknowledge we have received your application as soon as possible.

Should you be selected for an interview you will be contacted. You should assume that you have not been selected for an interview if you are not contacted within three weeks of the closing date.

Criminal Records Check

Hornsby Shire Council requires that a criminal record check be carried out on applicants recommended for certain positions. A criminal record does not necessarily disqualify you from selection. If the criminal records check results in rejection of your selection, you will be given the opportunity to discuss the matter before a final decision is made.

Working with Children Check

When applying for a position in child-related employment a "Working with Children Check" will be undertaken. This is a formal process of checks to help determine your suitability to work with children or have unsupervised access to children in your work. The check takes into account relevant criminal records, apprehended violence orders and completed disciplinary proceedings.

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious offence to apply for a child-related position. Information on the Working with Children Check is located at <http://www.kids.nsw.gov.au/check>.