



Prospective Job Applicants

Thank you for your interest in a position at The Flinders Ranges Council. Please take time to read the relevant Job Description from the website. Job Descriptions are also available on request from the Human Resources Officer on 08 8620 0500 or email hr@frc.sa.gov.au If you wish to proceed, the following helpful hints are provided to assist you with your application.

Making Enquiries

After reading the Job Description if you have any enquires regarding the position telephone the contact person indicated on the position advertisement.

Completing Your Application

Your application should include the following:

1. A covering letter stating why you are applying for the position, giving your address and details of how you may be contacted during normal business hours.
2. Please ensure the position title is clearly marked on the front page of your application.
3. A resume that provides your relevant personal details, qualifications and work history.
4. You should include in your resume the names and contacts of at least two (2) professional referees. They must be capable of commenting directly on your work performance and should have worked with you in a supervisory capacity. You are encouraged to contact your referees and inform them that they may be contacted in relation to your job application for employment with The Flinders Ranges Council.
5. Please do not submit applications in plastic folders or include original documents.
6. All applications received become the property of The Flinders Ranges Council and cannot be returned to unsuccessful applicants.

Lodging Your Application

Applications, clearly quoting the position title should preferably be submitted by email to hr@frc.sa.gov.au

- If posted, they should be marked "Private and Confidential" and addressed to Chief Executive Officer, The Flinders Ranges Council, PO Box 43, Quorn SA 5433.
- If hand delivered, they should be marked as "Private and Confidential" and addressed to Chief Executive Officer, The Flinders Ranges Council, 1 Seventh Street, Quorn SA 5433.

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The Interview

- If you are successful in obtaining an interview, it will be conducted by an interview panel from the organisation. It will be conducted in accordance with Council's Equal Employment Opportunity and Fair Treatment Policies.
- The interview is a two way process. You will want to find out about The Flinders Ranges Council, what is involved in the role and if it will use your skills and experience. The Panel will be evaluating you on your aptitude and motivation as well as your qualifications, skills and intellectual abilities. They will also assess how well you fit with the culture of The Flinders Ranges Council.
- The interview will consist of a series of questions based on the requirements of the position and behavioural based questions to explore your experience. During the interview you will have the opportunity to explain and expand on the information provided in your application. The Interview Panel's task is to establish whether you possess the required skills and behaviours or if you have the potential to acquire these skills within reasonable time.
- You are obligated to disclose at the interview any information you are aware of that could impair or impede your performance in the position.
- You are encouraged to prepare some questions to ask the Panel, so you leave the interview feeling confident about the details of the position.
- You are not required to bring anything with you to the interview, however if you have samples of written work, education certificates, references etc, you are welcome to bring them.

Other Requirements

- If you are The Flinders Ranges Council's preferred candidate, we will contact your referees to ascertain your suitability for the position. The information remains strictly confidential.
- The Flinders Ranges Council has a duty of care under the *Work Health and Safety Act 2012* to ensure that you will not injure yourself or others while you are at work. This is done through a pre-employment medical and a formal induction. The Doctor will advise if there are any medical restrictions that need to be taken into consideration if you are appointed to the position. The Flinders Ranges Council will then decide whether those restrictions will affect your ability to undertake the role. Your medical records remain strictly confidential.
- The Flinders Ranges Council will also ask that you undergo a Police Clearance.
- A Drivers Licence is also mandatory for most positions.

Notification

Applicants who have emailed their applications to hr@frc.sa.gov.au will receive an email acknowledgement. All applicants will be notified at the conclusion of the recruitment process.

Feedback

Unsuccessful applicants can obtain verbal feedback on their applications and interview by contacting the Human Resources Officer.