



Grow with us

GUIDE TO APPLYING FOR A POSITION WITH CAMDEN COUNCIL

PREPARING YOUR APPLICATION

Review the job advertisement and position description to determine if the role is right for you.

The position description provides an overview of the role and responsibilities as well as the skills and experience required to be successful in the role.

Cover letter

The cover letter is a brief introduction about you and your skills, qualifications and experience relevant to the role.

Resume

Your resume should include relevant information about your education, employment history, achievements, abilities and referee contact information.

Selection criteria

When applying for a position, you will need to provide responses to the selection criteria. This is a key component of your application and should clearly show how your skills, experience and qualifications make you suitable for the position.

When providing your responses to the selection criteria, you are encouraged to provide a well-structured paragraph that clearly explains how your skills, experience, and qualifications meet the specific criterion.

- Include statements which fully describe how you consider yourself suitable for the position.
- Provide examples or evidence which demonstrates what has been asked for in the criteria. This can be workplace or outside the workplace examples.
- Provide complete information. Remember, your application is a tool to sell yourself and is the first step in gaining an interview.
- Be clear and concise in your responses.

To help structure your response effectively, use the STAR method:

- Situation– Describe the context or background.
- Task– Explain the challenge or responsibility you faced.
- Action– Detail the steps you took to address it.
- Result– Share the outcome or impact of your actions.

Submitting your application

- Submit your application before the closing date and time.
- Late applications may be considered; however, Council cannot guarantee that they will be accepted after the closing date and time.
- Applications will be considered with regard to the skills, qualifications and experience demonstrated within the response to the selection criteria, cover letter and resume.

Interview

If you are contacted to attend an interview you can prepare by reviewing the position description and selection criteria, Council's values and reflecting on how you have demonstrated these capabilities through your work experience and/or studies.

The interview may involve one or all of the following steps:

- First interview: Council conducts panel interviews usually consisting of two subject matter experts and one independent panel member. The first interview may also include a practical exercise or assessment.
- Second interview: A second interview may be conducted to assist with the selection process. These interviews are often less formal, however, may also include a practical exercise or assessment.
- Assessment centre: An assessment centre may be scheduled to include varied exercises which simulate different aspects of the work environment.

During an interview, you will have the opportunity to expand on your application. All interviewees will be asked the same set of questions. These questions have been developed to assess how well you match the requirements of the position.

It is highly recommended candidates structure their responses using the 'Situation – Task – Action – Result' (STAR) method.

An interview will be interactive, and the selection panel may ask questions, in addition to those predetermined ones, as they explore considerations raised by your responses.

An interview may take between 30 – 60 minutes to complete.

We suggest you give some thought to the type of questions you might be asked and think of specific examples of situations that directly reflect your capabilities. In some circumstances you may be asked to provide examples of previous work.

PRE EMPLOYMENT CHECKS

Reference checks

During the application process Council requests the names and contact details of a minimum of two referees. If shortlisted, we will contact the referees provided.

- Referees should be current and/or recent previous supervisors.
- Reference checks will be completed prior to offers of employment.

Pre-employment medical assessment

If required, the medical will be conducted by Council's chosen provider and will be at Council's expense.

National Police Check

If appropriate to the recruited position, a qualification verification may be conducted by Council's chosen provider and will be at Council's expense.

Qualification Verification

If appropriate to the recruited position, a qualification verification may be conducted by Council's chosen provider and will be at Council's expense.

Driver assessment

If appropriate to the recruited position, a driver's assessment may be conducted by Council's chosen provider and will be at Council's expense.

Working with Children Check

Any position identified as child-related employment in accordance with child protection legislation will be required to provide a Working with Children Check (WWCC) number at the time of application and at interview.

OFFER OF EMPLOYMENT

If successful, you will receive a verbal offer, followed by a written 'Letter of Offer' outlining the terms and conditions of employment.

ELIGIBLE BUT NOT SUCCESSFUL

Candidates who are assessed as meeting the requirements for the role but are not successful at the interview stage may be offered placement on an 'Eligibility List' or 'E-List' for similar future vacancies.

An E-list is list of suitable candidates who have applied for and been interviewed for a position and although not successful in the first instance, may be called upon if another similar position becomes available within 12 months.

UNSUCCESSFUL APPLICANTS

Applicants who have been unsuccessful will be advised via email.

Applicants who have been unsuccessful following an interview will be advised via telephone call and email.

If an unsuccessful applicant would like to obtain feedback on their performance throughout the recruitment process, please contact the People, Learning & Culture team on 13 22 63 or via email at recruitment@camden.nsw.gov.au.

English

If you need help understanding this information, please call the Translating and Interpreting Service on 131 450 and ask them to call Camden Council on 13 226 336 on your behalf.

简体中文 (Simplified Chinese)

如果您需要帮助理解本资料内容,可首先致电131 450,
联系翻译和口译服务(TIS),然后要求为您转接13 226 336
联系Camden市议会政府。

繁體中文 (Traditional Chinese)

如果您需要幫助理解本資料內容，可首先致電131 450，
聯絡翻譯和傳譯服務(TIS)，然後要求為您轉接123 226 336
聯絡Camden市議會政府。

عربی (Arabic)

إذا كنتم بحاجة للمساعدة في فهم هذه المعلومات، فيرجى الاتصال
بخدمة الترجمة التحريرية والشفهية (TIS) على الرقم 131 450 والطلب
منهم الاتصال بمجلس Camden على الرقم 13 226 336 بالنيابة عنكم.

Español (Spanish)

Si necesita ayuda para comprender esta información llame al Servicio de Traducción e Interpretación (TIS) al 131 450 y pida que llamen a la Municipalidad de Camden al 13 226 336 en su nombre.

Tiếng Việt (Vietnamese)

Nếu cần người trợ giúp mình hiểu thông tin này, xin quý vị gọi cho Dịch vụ Thông phiên dịch (TIS) qua số 131 450 và yêu cầu họ gọi cho Hội đồng Thành phố Camden số 13 226 336 giùm quý vị.

ਪੰਜਾਬੀ (Punjabi)

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਜਾਣਕਾਰੀ ਨੂੰ ਸਮਝਣ ਵਿੱਚ ਮੱਦਦ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ 131 450 'ਤੇ ਟ੍ਰਾਂਸਲੇਟਿੰਗ ਐਂਡ ਇੰਟਰਪ੍ਰੀਟਿੰਗ ਸਰਵਿਸ (TIS) ਨੂੰ ਫ਼ੋਨ ਕਰੋ ਅਤੇ ਉਹਨਾਂ ਨੂੰ ਤੁਹਾਡੀ ਤਰਫ਼ੋਂ 13 226 336 'ਤੇ Camden ਕੌਂਸਲ ਨੂੰ ਫ਼ੋਨ ਕਰਨ ਲਈ ਕਹੋ।

Italiano (Italian)

Se ti serve aiuto per capire queste informazioni, telefona al Servizio traduzioni e interpreti (TIS) al numero 131 450 e chiedi di chiamare per tuo conto il Comune di Camden al numero 13 226 336.

(Assyrian/Aramaic) ܝܬܢܝ ܠܐܕܡ ܠܕܡܪܬܐ

[illegible]

नेपाली (Nepali)

यदि तपाईंलाई यो जानकारी बुझ्न मद्दत चाहिन्छ भने कृपया 131 450 मा अनुवाद र दोभाषे सेवा (TIS) लाई फोन गर्नुहोस् र तपाईंको लागि Camden काउन्सिललाई 13 226 336 मा फोन गर्न लगाउनुहोस्।

Српски (Serbian)

Ako vam je potrebna pomoć da biste razumeli ove informacije, pozovite Službu za pismeno i usmeno prevođenje (TIS) na 131 450 i zamolite da vam nazovu Opштину Camden na 13 226 336.

हिन्दी (Hindi)

यदि इस जानकारी को समझने में आपको सहायता की आवश्यकता है, तो कृपया अनुवाद एवं दुभाषिया सेवा (TIS) को 131 450 पर कॉल करें और उन्हें आपकी ओर से Camden काउंसिल को 13 226 336 पर कॉल करने के लिए कहें।

Hrvatski (Croatian)

Ako trebate pomoć da biste razumjeli ove informacije, nazovite Službu za prevodenje i tumačenje (TIS) na 131 450 i zamolite da vam nazovu Općinu Camden na 13 226 336.

Ελληνικά (Greek)

Εάν χρειάζεστε βοήθεια για να καταλάβετε αυτές τις πληροφορίες, τηλεφωνήστε στην Υπηρεσία Μετάφρασης και Διερμηνείας (TIS) στο 131 450 και ζητήστε τους να καλέσουν τον Δήμο Camden στον αριθμό 13 226 336 για λογαριασμό σας.

Malti (Maltese)

Jekk għandek bżonn għajnuna tifhem dan it-tagħrif, jekk jogħġbok
 ċempel lis-Servizz tat-Traduzzjoni u l-Interpretar (TIS) fuq 131 450
 u staqsihom iċ-ċemplu lill-Kunsill ta' Camden fuq 13 226 336 għan-
 nom tiegħek.

Tagalog/Filipino (Tagalog/Filipino)

Kung kailangan mo ng tulong sa pag-unawa ng impormasyong ito, mangyaring tumawag sa Translating and Interpreting Service (TIS) sa 131 450 at hilingin sa kanila na tumawag sa Camden Council sa 13 226 336 para sa iyo.

Deutsch (German)

Wenn Sie zum Verständnis dieser Informationen Hilfe benötigen, wenden Sie sich bitte an den Übersetzungs- und Dolmetscherdienst (TIS) unter 131 450 und bitten Sie diesen, die Stadtverwaltung Camden unter der Nummer 13 226 336 für Sie anzurufen.