

Thank you for your interest in a position at City of Marion

Please take time to read the relevant position description from the web site. If you wish to proceed, the following helpful hints are provided to assist you with your application.

MAKING INQUIRIES

After reading the position description, if you have any inquiries regarding the position then 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 (all applications are kept strictly confidential).
2. Please ensure the Reference Number and the position title is clearly marked on the front page of your application.
3. A statement of not more than two (2) pages, addressing each of the specification headings with links to the Key Result Areas listed in the Position Description. Consideration for interview is based upon your clear demonstration that you meet the essential requirements for the position.
4. A resume which provides your relevant personal details, qualifications and work history.
5. You should include in your resume the names and contact numbers 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 application for employment with City of Marion.
6. Do not submit applications in plastic folders or include original documents.
7. All applications received become the property of City of Marion and cannot be returned to unsuccessful applicants.

LODGING YOUR APPLICATION

1. Applications quoting the Reference Number should preferably be submitted by email to employment@marion.sa.gov.au
 - If posted, they should be marked 'Private and Confidential' and address to HR Coordinator, City of Marion, PO Box 21, Oaklands Park SA 5046
 - If hand delivered, they should be marked 'Private and Confidential' and addressed to HR Coordinator, City of Marion 245 Sturt Road, Marion and delivered to the Customer Service Counter.
2. Applications must reach our office by 5pm on the closing date indicated in the advertisement.

THE SHORTLISTING PROCESS

1. The interview panel will assess the requirements listed in the Position Description with the information provided in your application.
2. The preferred applicants will be shortlisted and contacted by the phone to arrange an interview.

THE INTERVIEW

1. If you are successful in obtaining an interview, it will be conducted by a panel consisting of management and staff from several areas of the organisation. It will be conducted in accordance with Council's Equal Employment Opportunity, Discrimination and Harassment Policy and Recruitment & Selection Procedure.
2. The interview is a two way process. You will want to find out about City of Marion, what is involved in the role and if it will make best use of your skills and experience. The panel will be evaluating you on your aptitude and motivation as well as your qualifications and skills. They will also assess how well you fit with the values at the City of Marion.
3. 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 values or if you have the potential to acquire these skills within a reasonable time.
4. You are obliged to disclose at the interview any information you are aware of that could impair or impede your performance in the position and which will be considered by the panel.
5. You are encouraged to prepare some questions to ask the panel, so you leave the interview feeling confident about the details of the position.
6. You are not required to bring anything with you to the interview, however, if you have samples of written work and education certificates, etc. you are welcome to bring them.

OTHER REQUIREMENTS

1. If you are the City of Marion's preferred candidate, we will contact your referees to ascertain your suitability for the position. This information remains strictly confidential.
2. City of Marion has 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 check arranged by City of Marion. For some roles you may be required to undertake a functional assessment as well. The doctor will advise if there are any medical restrictions that need to be taking into consideration if you are appointed to the position. City of Marion will then decide whether those restrictions will affect your ability to undertake the role. Your medical records remain strictly confidential.
3. For some positions, a DCSI Screen(s) will be required, particularly if you are working closely with members of the public and children. This information remains strictly confidential.
4. A driver's licence is also mandatory for some positions.

NOTIFICATION

All applications will receive a response. Applicants who have emailed their application will receive an automated email acknowledgement. If this automated response is not received within 24 hours of the application being emailed then please contact the Human Resources Department to confirm receipt.

FEEDBACK

Unsuccessful applicants can obtain feedback on their application and interview by contact the Human Resources Department once they have been notified.

CONTACT DETAILS

T (08) 8375 6600

F (08) 8375 6699

E council@marion.sa.gov.au

PO Box 21, Oaklands Park SA 5046

245 Sturt Road, Sturt SA 5047

marion.sa.gov.au