

Job Application Guide

A great place to *work*

Thank you for you for considering the City of Marion for your next career choice, and applying for one of the many rewarding opportunities that makes our council such a *great place to work*.

This guide has been created to provide you with basic information on how to best lodge your application in our merit-based recruitment process so you can maximise your chance of being our next new employee.



Working at the City of Marion

From the foothills to the coast, our city's reach boasts one of the largest in South Australia. Bringing together a diverse and vibrant mix of people and cultures, thriving and innovative businesses and millions of visitors every year, our city is like no other.

Our aim is to provide services and facilities that support the social, environmental, and economic needs of our residents, businesses, and visitors.

The values that our workforce abides by that guides our strategic directions and daily activities includes honesty, integrity, respect, and innovation.

Working here, you will find we have a long-term vision that is fully supported by our community that includes being a green, sustainable, safe and liveable city that is accessible, inclusive, friendly, walkable, and socially connected.

We are all about our community, and we are delighted to bring new staff on board with the knowledge, skills, experience, and cultural fit that will contribute to our vision for years to come.

For further information about the City of Marion, [click here](#).

Eligibility to apply

To be considered for an ongoing offer of employment with the City of Marion you must be an Australian citizen or have permanent residency status. To accept a fixed-term or casual role you must be an Australian citizen, have permanent residency, or have a visa which allows you to work in South Australia for the period of employment for that role.

Our career opportunities

The City of Marion provides career opportunities for all levels of employees.

The wide variety of positions on offer could include those in Corporate Services, City Services, City Development, or within the Office of the CEO. Opportunities on offer could include full-time or part-time permanent, fixed term, or casual positions.

Our *Employment Page* will always have an up-to-date position description for a corresponding vacancy for you to assess the selection criteria that may meet your career objective.



Your application

Preferably your application will contain an up-to-date resume along with a tailored cover letter addressing selection criteria found in the position description or noted in the advertisement. The inclusion of a completed Pre-employment Declaration with your application is mandatory.

Resume

Your resume should contain your name, contact details, and employment history, preferably displaying your current or most recent position first with dates of employment.

The focus of your resume should preferably be your more recent and relevant experience. It should also include your educational background, professional development, any qualifications/certifications you may have, and any notable achievements gained in employment.

Cover Letter

A cover letter that specifically supports your application is beneficial.

Please note: a City of Marion job advertisement will often request a cover letter, and for you to answer several selection criteria questions. It is important for you to specifically address the questions to be adequately assessed and considered for a role.

Pre-employment Declaration

The submission of a completed Pre-employment Declaration is mandatory. Providing truthful information in the pre-employment declaration is essential. The City of Marion relies on this data to make informed hiring decisions and to understand potential accommodations necessary to maintain a safe work environment.

Our Approach to Recruitment

The City of Marion' has a commitment to a transparent, fair, consistent, and merit-based approach to the recruitment, selection and appointment process.

- All our advertisements will have contact details of the respective Hiring Manager, or their representative, should you have specific questions about the position.

Please note: do not send any details directly to the Hiring Manager. All application details should be sent via the third-party recruiter website (eg - SEEK).
- Following an assessment of an application in relation to specific selection criteria, and the satisfactory completion of the mandatory pre-employment declaration form found on the City of Marion Employment page, you may be selected for an initial phone interview or be invited to attend a panel interview at one of our locations.
- A selection panel consisting of a three people will be convened for the selection process. Panel members will consist of the Hiring Manager/Panel Chair and future colleagues selected due to their technical knowledge and understanding of the requirements and outcomes of the role.

- If you are selected for an interview, you will be contacted by phone or email and advised when and where the interview will be. Generally, you will be notified at least two working days prior to the interview.
- All new hires are determined using merit-based selection principles. Selection on the basis of merit means the grounds for decisions on the selection and appointment of staff must relate directly to the inherent requirements of the role, and a person's skills, knowledge, qualifications and experience.
- The Panel Chair/Hiring Manager of the selection panel will notify all people who have attended an interview the outcome of their application.

Applicant Checklist

- ✓ Read the City of Marion Application Guide.
- ✓ Ensure your eligibility to apply for the vacancy.
- ✓ Review the job advertisement and job description and assess your suitability for the role.
- ✓ Contact relevant enquiries person if you have any queries regarding the vacancy.
- ✓ Upload your cover letter and resume via the third-party recruiter website (eg - SEEK).
- ✓ Ensure you fill out and upload the mandatory Pre-employment Declaration form.