



HOW TO APPLY FOR A POSITION WITH CAMDEN COUNCIL

Thank you for your interest in a position with Camden Council.
The following guide is to assist you with your application process.

Applying;

Information regarding the position can be found on Council's website (www.camden.nsw.gov.au). Further information can also be obtained by contacting the Council Officer referred to on the job advertisement.

Your application should include a covering letter, application form (from Council's website), brief resume and information on how your skills and experience relate to the essential and desirable criteria of the position you are interested in.

Addressing the essential and desirable criteria individually, allows us to assess how you meet the criteria in a clear and concise way, and is highly recommended.

Applications should be forwarded to jobs@camden.nsw.gov.au or PO Box 183, Camden 2570

The recruitment process;

When the position has closed, all applicants will be notified within one week that their application has been received.

All applications will then be reviewed and a shortlist made of applicants who will be contacted for an interview. It is anticipated that this process will not take longer than 2 weeks after the closing date, however sometimes due to unforeseen circumstances, the process may be longer.

If you are not short listed for an interview you will receive correspondence stating that you have been unsuccessful. We will be happy to provide any feedback on your application if you contact us.

If you are offered an interview, you will be given at least three days notice. This interview will be followed up with correspondence detailing the date, time, address and who to ask for when you attend an interview. You should advise if you have any special requirements e.g. Disabled parking, etc when you are contacted for an interview.

The interview

The interview panel will consist of a minimum three people.

During this process you will be asked a set of questions which will be asked of all applicants for the position. You may also be asked to participate in relevant testing e.g. driving or typing test. These questions will be based on the criteria of position, as well as your skills and experience. You will also have an opportunity to ask any questions during this process.

During this process you will also be asked about referees, and may also be asked to participate (at a later time) in a medical if the position requires it. You may also be asked to complete Child Protection Legislation documentation if the position has been identified as Child related.

Post interview

The successful applicant will be contacted by phone and verbally offered the position by the Chairperson of the interview panel. This offer (if accepted) will be followed up in writing.

All applicants who were interviewed will be contacted by phone by the chairperson of the panel and advised that they were unsuccessful. Feedback can be given if requested.

Further Information

We hope that this information has assisted you in preparing your application which we look forward to receiving. If you have any questions regarding this process please contact the Employee Relations Branch on 4645 5114 or email jobs@camden.nsw.gov.au