



## **Applying for a role with the City of Melbourne**

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## Advertising

The City of Melbourne advertises all available positions on the Careers page via the following link:

<http://www.melbourne.vic.gov.au/careers/Pages/careers.aspx>

Our advertisements outline all of the relevant position details including work type (for example, permanent or part-time), the location of the role, hours, salary and the department the role sits within. It contains a description of what the position entails and what is required from the successful candidate (including personal attributes, qualifications and skills relevant to the role). It is important to thoroughly read all information in the job advertisement as it will also include application requirements specific to the opportunity.

The inherent physical requirements of each role will also be provided with the advertisement so that you can ensure you can physically perform the position.

## Position descriptions

Position descriptions are not provided at this stage of recruitment. Should you be successful in progressing through to the interview stage, we would then send through the position description.

## Closing date for applications

All applications should be submitted via our online application system before the closing time of 11.45pm (AEDT) on the advertised closing date. If you are still part way through your application when it reaches the closing time, your application will not be submitted successfully. We will not be able to accept your application if you do not submit it in time.

*Please note that there are external websites that will post our jobs and not mention the closing date. Make sure you check the City of Melbourne website to ensure you have the correct closing date for the opportunity.*

Applications will be reviewed and interviews may take place prior to closure date for applications. To give yourself the best chance of selection, please do not leave your application to the application 'close' date.

***We are unable to accept late applications.***

We're unable to accept your application for fairness to candidates who applied within the advertising period and our Diversity and Inclusion Merit based Recruitment Policy.

## Required documents

**In our recruitment process you may be required to upload one or maybe all of the below documents to your application:**

### Cover letter

Your cover letter should provide a snapshot of what you have to offer. We want to know why you are interested in the position and the reasons we should hire you. It is also important that you include any required information that has been outlined in the job advertisement.

Your cover letter should be no longer than one page in length and correctly addressed to the Hiring Manager as stated on the advertised position. At times, the cover letter could also include your responses to the selection criteria as stated in the advertisement. If so, a two page document will be sufficient.

## **Selection criteria**

If the position you are applying for requires you to respond to a list of key selection criteria, clearly demonstrate how your qualifications and/or experience would help you to meet the requirements of the role. This will be outlined in the job advertisement as skills listed under the sub-heading '*You will bring*'.

*Please ensure that you address all selection criteria advertised. As a general rule, this document should be kept to a maximum of two pages if possible. We recommend you use the STAR approach when writing your responses to the selection criteria.*

**Situation (Task)** – provide a brief outline of the situation or task?

**Action** – what did you do in response to the situation or task and how did you go about it?

**Result** – what was the result of your action?

## **Resume**

A resume provides a summary of your skills, employment history, experience, knowledge and abilities. A good resume will be tailored to the position you are applying for, with an emphasis on the skills and experience that directly relates to the role. Rather than simply listing job duties in your employment history, try to demonstrate your achievements, what you have learned or the commitment level involved. By quantifying your achievements, we will get a clearer picture of what you did to develop the skills and qualities we are looking for.

You can attempt to achieve this by following the hints provided:

- Format your resume to suit the job. Different roles require different formats but make sure it is clear and professional
- Use dot points to separate the individual skills you have gained through previous positions and past experience
- Use headings and sub-headings to clearly separate different areas such as employment history (including month and year of employment), skills, knowledge and abilities
- Insert page numbers so employers know if pages are missing or out of order
- Keep your resume two to four pages long
- Remember to keep your resume relevant and current.

## **Applying**

Each advertised position will outline what documents you need to submit in order to apply for the role. This may include a cover letter, resume, response to the key selection criteria and on occasion any other application questions that may be advertised. It will also provide contact details for the City of Melbourne's People and Culture team and the application closing date.

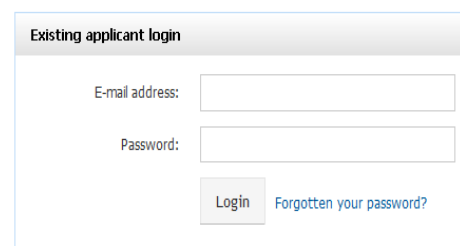
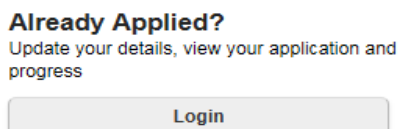
It is a requirement of City of Melbourne that applicants are willing to undergo reference checks, a Police check and hold a current Working with Children Check or be willing to obtain one. Furthermore, to determine capability to perform the inherent physical requirements of a particular role, applicants will be required to

complete a health declaration form. If you are not willing to complete any of the above, City of Melbourne will be unable to progress with your application.

Once you have read through the advertisement thoroughly and prepared the necessary documents, click on the 'Apply' link below the advert and you will be taken through the following stages:

## 1. Signing up to our recruitment system

By signing up to our online recruitment system you will be able to submit your application, review progress of the roles you have previously applied for and update your personal details.



## Forgotten your password?

Click the 'Forgotten your Password?' link and an automatic email with instructions will be sent to you. This will allow you to change your password. Please read the email carefully as you may need to copy and paste a link into a new browser.

## 2. Applying for a job

Click on the job you wish to apply for. To begin submitting your application, click the 'Apply' link at the bottom of the advertisement and follow the prompts to complete your application.

*Ensure you are eligible to apply for the role as all applicants must have valid working rights in Australia at the time of application*

## 3. Attach documents

Documents can be attached as a Word, Rich Text format or a PDF document up to 5MB. If you have previously submitted an application for a position with us, your documents will still be available within your profile when you log in, and therefore may be uploaded from there by simply clicking the circle to the left and clicking 'upload'.

Proofread your application before submitting; ensure you have supplied all the required documents and have followed the instructions stated in the advertisement.

## 4. Successfully submitting applications

If your application has been successfully uploaded to our online system, you will receive an email notification confirming receipt of your application.

## 5. Trouble submitting your application?

If no email is received after completing and submitting your application or you experience other issues when applying, please refer to the troubleshooting hints below:

- Having issues with the page loading; what browser are you using? For example, Google Chrome, Internet Explorer, Firefox and so on. Try using another browser, but Chrome works best with this system.
- Are you applying via a mobile phone or tablet? You can only use these devices if you are able to upload a document as the application process requires you to submit a resume. Resumes and your supporting document cannot be attached to your application from Dropbox.
- If the resume and/or supporting document you are trying to upload with your application are more than 5MB, you will not be able to attach. You will first reduce the size of your document before trying again.
- You can only add one document to the 'supporting document' area. If you have more than one document, you will need to merge these together into one document and attach to your application – please ensure you are following the instructions as per the job advertisement.
- Every answer field requires an answer. If the question is not relevant, you can write 'N/A'.
- I did not receive an acknowledgement email for my application. Please always check your spam or junk inbox for all communication from City Of Melbourne.

If you are still experiencing issues with your application, you can contact People and Culture on 03 9658 9140 or email [careers@melbourne.vic.gov.au](mailto:careers@melbourne.vic.gov.au) between the hours of 8.30am and 1.00pm (AEDT) Monday to Friday.

## Diversity and Inclusion

City of Melbourne is an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity and inclusion. If you are an Aboriginal or Torres Strait Islander applicant, or if you have a disability and require advice and support during the recruitment process, we encourage you to apply or contact us on the details listed above.

City of Melbourne recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply. You can speak with our People and Culture Team on (03) 9658 9140 and request to speak with our Aboriginal Employment Officer, who can support you in your application between the hours of 8.30am and 1.00pm (AEDT) Monday to Friday.

City of Melbourne also offers career development programs for Aboriginal and Torres Strait Islander identified applicants. This is offered through individual internal and external Aboriginal community mentoring and support. For further information you can contact Aboriginal Employment Officer before, during and after the recruitment process.