

CITY OF MELBOURNE - APPLICATION GUIDE

Advertising

The City of Melbourne advertises all available positions on its Careers page at <http://www.employment.melbourne.vic.gov.au/>

Our advertisements outline all of the relevant position details including: work type (for example, permanent or part-time), location of 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.

The inherent physical requirements of each role will also be uploaded to 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 advertised closing date. *Please note that there are external websites that will post our jobs and will not note the closing date. You will need to double check via the City of Melbourne website to ensure you have the correct closing date. We are unable to accept late applications.*

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 should be correctly addressed to the Hiring Manager as stated on the advertised position. At times the cover letter could also include 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 have'.

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.

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 emphasis on the skills and experience that directly relates to the role.

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.

CITY OF MELBOURNE - APPLICATION GUIDE

- 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 have 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 recruitment team and the application closing date.

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

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 Password or Username*' link, enter your email address and an automatic email with instructions will be sent to you. This will allow you to change your password.

Applying for a job

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

Attach documents

Documents can be attached as a Word or PDF document.

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.

Trouble submitting your application?

If no email is received after completing and submitting your application or you experience other issues when applying, please contact the People and Culture Operations Team on 03 9658 9140 or email careers@melbourne.vic.gov.au between the hours of 8.30am and 1.00pm (EDT) Monday to Friday.

Next steps

What happens after I have applied for a job?

All applicants will be notified when their application has been received. If you do not receive a confirmation email, or if you receive an error message, you can contact careers@melbourne.vic.gov.au to report the problem.

- Following the advertising campaign closing date for each position, the Hiring Manager reviews all applications under a merit process and then a short-list is drawn up usually within a week of the campaign closing.
- Short-listed applicants are then notified of interview times. Interviews are conducted, and a decision is made. Both the successful and unsuccessful interviewed applicants are notified of the decision in the final stages of the recruitment process.
- The selection process may take up to four (4) to six weeks (6) to complete from the closing date. All unsuccessful applicants will be notified via email when the selection process is fully completed.

Who is the contact for specific questions about the position or my application status?

Contact City Of Melbourne People and Culture Operations Team on (03) 9658 9140 during the hours of 8:30am – 1:00pm Monday to Friday.

Can I update my personal details?

Yes, once you are registered as a user you can log in to our recruitment portal to update/edit at any time.

What do I do if I can't complete my application in one sitting?

If you are unable to complete your application in one sitting, you can simply save your application and log in at a later stage to complete. If your application is still left incomplete within two days of the closing date, the City Of Melbourne will send you an email as a reminder.

Does the City Of Melbourne accept paper applications?

Applications for positions at the City Of Melbourne are only accepted through our online Recruitment Portal. Should you need assistance with your application please contact People and Culture.

Can I submit an application after the advertising close date?

Late applications will not be accepted due to our recruitment policy. If you feel that your application should be accepted after the closing time you need to discuss this with the People and Culture Operations team; late applications will only be accepted in exceptional circumstances. Contact the People and Culture Operations team on (03) 9658 9140 during the hours of 8:30am – 1:00pm Monday to Friday.

Why do I have to create an account in order to apply for a job?

Creating an account will make it easier for you to apply for future positions and keep track of current and past applications. Additionally, it enables you to store information for future applications.

CITY OF MELBOURNE - APPLICATION GUIDE

Can I apply for more than one job?

Yes, but you can only submit job applications one at a time.

After submitting an application for a job, close down all browsers and return to the Careers page on the City Of Melbourne website, select another job, and begin the process again. As a returning applicant, the process will be more streamlined.

Can I withdraw my application once it has been submitted?

Yes, you can withdraw your application at any time by logging into the City Of Melbourne Recruitment portal and clicking from the drop down box 'Withdraw' against the application. You will receive email confirmation.

How to Apply if the advertisement requests to address the Selection Criteria dot points under “You will have...” in the Cover Letter?

The City of Melbourne does not require a separate document addressing the Selection Criteria on these occasions however we would like to know how you believe you meet the selection criteria and hence request you to incorporate this information into your Cover Letter. On these occasions your Cover Letter should be no more than two pages.

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.

City of Melbourne recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians.

City of Melbourne conducts a safety screening process for all employees including Police and a 'Working with Children Check'.