

CITY OF BELMONT RECRUITMENT PROCESS

The City of Belmont is committed to ensuring that our recruitment and selection process is fair and equitable. Our recruitment process may be different to other organisations and therefore we ask that you read through this document to familiarise yourself with the various stages.



SUBMIT YOUR APPLICATION

Once the application closes, all applications will be considered for shortlisting; this part of the process may take up to three weeks after the closing date.



SHORT-LISTING

Applicants are shortlisted by the interview panel against the selection criteria for the job vacancy for which they applied; this is the 'essential' and 'desirable' position requirements as outlined in the Job Description Form and on the online questionnaire. We encourage all applicants to address the selection criteria to assist with an adequate assessment of their application. Applicants who have been selected to progress to an interview will be contacted by phone.



INTERVIEWS

All interviews will be conducted by the same panel members and assessed in the same manner. Generally, interviews will consist of a panel of three members including a representative from Human Resources. You are encouraged to ask questions throughout the interview and an opportunity will be provided at the completion of the interview to ask questions.

During the interview, each applicant will be asked a set-list of questions related to the selection criteria and the position requirements. Panel members will take notes throughout the interview to assist the final decision.



REFERENCE CHECKS

Preferred applicants will be asked to provide details of at least two professional referees who will be contacted by phone to verify any information provided. A professional referee must be someone you have directly reported to either professionally or academically and preferably within the last five years.

Referees should not be family members or friends as this may create a conflict of interest.

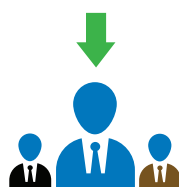
PRE-EMPLOYMENT CHECKS

All applicants progressing to the next stage of the recruitment process will be required to undergo a pre-employment medical. This is standard process and is paid for and arranged by the City. Applicants may be asked to undergo additional selection tests such as skills or aptitude tests where applicable.



IDENTITY AND CREDENTIALS

The next stage is to provide your documentation confirming your identity, working rights in Australia, a satisfactory National Police Clearance (dated within the last 12 months) and any qualifications and/or licenses noted in the Job Description Form.



OFFER OF EMPLOYMENT

The final decision is based on the applicant's written application, responses to the selection criteria, interview, reference checks and pre-employment checks. The successful applicant will initially be offered employment verbally by a Human Resources Representative, with formal documentation following electronically and by post.

All applicants will be advised of the outcome of their application once the process has been finalised. At this stage, applicants may obtain feedback regarding their application from the Human Resources team on 9477 7217.

