



Shire of
Pingelly

17 Queen Street, Pingelly, WA, 6308

pingelly.wa.gov.au | 08 9887 1066

admin@pingelly.wa.gov.au

Essential Information for Prospective Applicants

This document provides vital information to guide applicants in applying for positions at the Shire of Pingelly and is to be read in conjunction with the Position Description and Advertisement for the position.



Pingelly Main Street (Parade Street)



The PRACC



Memorial Swimming Pool



Pingelly Health Centre



Memorial Park



Night Sky



Wildflowers



The Shire Office

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Pingelly. Your application is welcome. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity:

The Shire of Pingelly is an equal opportunity employer. All applications for a position will be assessed against the selection criteria included in the Position Description.

Queries:

If you have queries about any aspect of the position or regarding your application, please contact the staff member nominated in the advertisement by telephone on 9887 1066.

Completing your Application:

Your application should include the following:

1. A **covering letter**, not more than 2 pages, addressed to the Chief Executive Officer, containing:
 - a. Why you are applying for the position;
 - b. A short summary of how you are suitable for the position;
 - c. A phone number which may be used to contact you during office hours; and
 - d. Your email address.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, relevant work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions. The details of your academic qualifications should identify the institution, certificate number and date of issue. You should also include details of any ongoing professional development.
3. The **names and contact details** of at least two referees who can confirm your work history should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance.
4. A succinct **response to the selection criteria** which provides examples of how you have successfully demonstrated competence for each selection criteria. Responses should be limited to approximately 200 words per criteria.
5. Copies of your qualification(s) or academic records of current studies should be attached to your application.
6. Information concerning your anticipated commencement date if you are successful.

Note: Do not submit applications in plastic folders or include original documents.

ORGANISATIONAL VALUES

The Shire frequently selects Preferred Applicants according to **attitude, motivation** and alignment with **core values** to positively contribute to the overall culture of the organisation.

Accountable – being transparent and open, meeting commitments and expectations, being responsible for yourself, your actions and results.

Competence – consistent use of skills suitable for the role and task at hand, delivery on goals and commitments, making appropriate decisions and problem solving, maintaining high professional standards and skills.

Integrity – being honest, ethical, reliable, authentic in communication, actions and decision making.

Teamwork – complete our own tasks in a professional manner, willingly assist others, support the team and overall organisational team. Positive attitude and contributions to the workplace culture.

Respect – having care and due regard for all others, considering how your words and/or actions will impact them personally and professionally (including their reputation). Communication is open and civil, and conflict is addressed early and with empathy.

Adaptability – open, willing and able to adjust to change, learn new skills and approaches.

LODGING YOUR APPLICATION

1. Your application may be:
 - Posted or hand delivered to the below address and marked “**Confidential Application – Position Title**” on the envelope:

Chief Executive Officer
Shire of Pingelly
17 Queen Street
PINGELLY WA 6308
 - Or forwarded by email to admin@pingelly.wa.gov.au with “**Confidential Application – Position Title**” as the subject line.
2. Applications must reach our offices no later than the specified closing date on the advertisement.
3. For reasons of equity, late applications will not be accepted. If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach us before the closing time.
4. All applicants lodged will be acknowledged.

Note: All applications received will become the property of the Shire of Pingelly and cannot be returned to unsuccessful applicants.

APPLICATION AND SELECTION

The applications will be shortlisted by comparison of the application against the Position Description, particularly the selection criteria. Applicants who demonstrate closest match the Position Description and have the highest level of qualifications and experience will be selected for interview.

Following the interview process, Shire will check references and may conduct other research into the applicant to select a Preferred Applicant.

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre-employment medical** report from the Shire of Pingelly's Nominated Medical Practitioner (at the Shire of Pingelly's expense).
- Produce a current **National Police Clearance** (at the Shire of Pingelly's expense). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide **proof of qualifications and licences including motor driver's license**.
- Documented evidence of **legal entitlement** to work unrestricted in Australia (if relevant).
- Complete a clean drugs and alcohol test.

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Pingelly Code of Conduct.
- Acceptance of the Letter of Appointment.
- Position Description for the job.
- Statutory Declaration in relation to current Drivers Licence (if relevant).

CERTIFICATION

By applying for this role, the applicant certifies and acknowledges that:

1. The information contained in this application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.
2. I understand that the Shire of Pingelly reserves the right to verify all information in the application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, or my dismissal if employed.
3. The Shire of Pingelly, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.
4. Any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

Note: The Shire undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the Application and determining the Applicant's suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose of selecting a suitable Applicant.