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## Application Guide

Thank you for your interest in employment at Banyule City Council.

The information below will assist you through the application process using Banyule City Council's eRecruit system.

### Registration

To apply for a position at Banyule City Council, you will need to create a profile in our eRecruit system. You can do this by clicking 'Sign Up' and completing the details required. Your password should be between 8 and 20 characters and include at least one upper case and one number.

Banyule employees are encouraged to create their profile using their Banyule email address. If you don't have a Banyule email address, you can create your profile using your personal email address.

By creating a profile in eRecruit you will be the first to hear about career opportunities in your nominated areas of interest and expertise!

If you are unable to create a profile please contact Human Resources on 03 9490 4235.

### Application – Resume & Cover Letter

Our advertisements will state which information we require to submit with your application. Therefore, before commencing your online application please read the job advertisement and position description carefully to ensure you are providing the information we require.

Your resume and cover letter will need to be up-to-date and ready to attach.

eRecruit will accept files in the following formats: .doc .docx and .pdf

A decorative graphic at the bottom of the page consisting of several overlapping, wavy blue lines in various shades of blue, creating a sense of movement and depth.

If you require further information regarding the position please contact the Recruiting Officer identified in the job advertisement.

### **Correspondence and Application Status**

Correspondence relating to your application will be sent to the email address provided when you signed up to eRecruit. You can monitor your application history by clicking 'My Application History' and your correspondence by clicking 'My Correspondence'.

Upon successful submission of your application to eRecruit you will receive an email confirming receipt of your application.

### **Short-listing for Interview**

We generally take two weeks after a position closes to prepare a short-list of candidates for interview. Candidates who are short-listed will be contacted by telephone to arrange an interview time.

### **Recruitment Process – Time Frame**

In accordance with the Local Government Act, our recruitment process is open and fair to assist us in selecting the most suitable applicant for each role. The table below will give you an indication of how long the recruitment process may take.

| <b>Recruitment Timetable</b>  | <b>Estimated Timeframe</b>                |
|---|---|
| Advertising period  | 2 weeks                                   |
| Short-listing   | 2 weeks                                   |
| Interviewing and selection period (including pre-employment screening, psychometric testing and checks) | 1 – 3 weeks                               |
| Offer of employment   | 1 – 5 days                                |
| Correspondence to unsuccessful candidates   | 1 week (after interviewing and selection) |

### **Pre-employment Checks**

There are positions at Banyule City Council that require pre-employment screening in accordance with legislative requirements. Banyule City Council, may where necessary, conduct pre-employment checks such as the following: Police check, Working with Children check, Eligibility to work in

Australia checks and visa verification, Pre-employment medical, functional capacity assessments, psychometric profiling, credential checks, sighting/checking of qualifications or documentation.

*Pre-employment Medical* – Before any formal offer of employment is made, some positions may require a pre-employment medical examination to determine whether you meet the relevant physical requirements of the position as outlined in the position description. For those positions not requiring a medical, a Statement of Disclosure must be completed by the successful applicant.

## **Offer of Employment**

If your application is successful, you will receive a verbal offer for the position by the relevant manager. Human Resources will send you a Letter of Offer and a New Starter Pack with the details of the position and information to finalise your appointment.

## **Visa information**

Banyule City Council employees must have the right to work in Australia or hold a valid visa. Successful candidates will be required to provide evidence of this status prior to commencement where necessary.

## **Privacy**

Banyule City Council acknowledges and respects the privacy of individuals. Personal information received as part of any application for employment will be treated confidentially in line with Council policy and relevant government legislation.

To view our Information Privacy Guidelines [click here](#).

## **Reasonable Adjustments**

Council promotes diversity and equal opportunity in employment. If you have a disability or require assistance or adjustment to participate fully in the recruitment process, please contact a member of the Human Resources team on 9490 4222.

## **Contact Details**

If you require further information or assistance please contact Human Resources on 03 9490 4222.



## Receive email alerts for newly advertised positions!

By creating a profile in eRecruit you will be the first to hear about career opportunities in your nominated areas of interest and expertise! To do this, you will need to login to your account you created in eRecruit and follow 4 simple steps outlined below.

The screenshot shows the Banyule City Council eRecruit interface. The header includes the Banyule City Council logo and navigation links: Search Jobs, Dashboard, Human Resources, Sign Out, and Help. A left-hand menu lists various user options, with 'Account Settings / Employment Preferences' highlighted. The main content area is titled 'Human Resources' and contains sections for 'User Preferences', 'Email Alerts', and 'Deactivate Account'. Red arrows and boxes indicate the following steps:

- STEP 1:** Click on 'Human Resources' in the top navigation bar.
- STEP 2:** Click on 'Account Settings / Employment Preferences' in the left-hand menu.
- STEP 3:** Select the job categories of interest under the 'Email Alerts' section. The categories shown are:
  - Assets & City Services
  - City Development
  - Community Programs
  - Corporate Services
  - Executive
- STEP 4:** Click the 'Save' button.

**Step 1** – Once you have logged in, click on your name at the top right hand corner of the screen.

**Step 2** – Select 'Account Settings / Employment Preferences' from the menu on the left hand side of the screen.

**Step 3** – Select the Directorate / Department / Business Unit you wish to receive email alerts from.

*Note: If you would like to receive email alerts for all positions advertised in the directorate of interest, simply select the Directorate.*

**Step 4** – Click 'Save'

If you are unable to set up email alerts please contact Human Resources on 9490 4235.