

# **How to Apply for a Cadetship, Apprenticeship or Traineeship**



## INTRODUCTION

Blue Mountains City Council (BMCC) provides a wide range of services to more than 76,000 residents located within the World Heritage Listed area.

The Council currently employs over 550 people who play an integral role in satisfying the needs of residents and visitors while ensuring the sustainability of the community, economic and ecological environments.

When recruiting new employees, the Council aims to select people who best fit the requirements for the position and are committed to BMCC's objectives.

Blue Mountains City Council is committed to providing a dynamic work environment that enables employees to develop their skills and abilities while enjoying the natural beauty of the World Heritage location – situated just 1.5 hours drive from Sydney.

This information pack provides you with information on Council's Recruitment & Selection process specific to the Cadetship, Apprenticeship & Traineeship (CATs) Program.

Thank you for your interest in working with Blue Mountains City Council. We look forward to welcoming those of you who join the Council team and wish you all every success in your future.

## IS THIS JOB RIGHT FOR YOU?

The best way to determine if this position is the one for you is to find out more information about the position and about Blue Mountains City Council.

You can do this by visiting our website at [www.bmcc.nsw.gov.au/trainees](http://www.bmcc.nsw.gov.au/trainees) and reviewing the position description.

## THE POSITION ADVERTISEMENT

The advertisement will outline all of the important information which will assist you with making your decision of whether or not to apply. Wherever possible, these details will include:

- Type of position
- Work location(s)
- Expected working hours
- Training qualification
- Any additional selection requirements

Please review the position details carefully, paying particular attention to each of the abovementioned points.

To avoid disappointment, please ensure that you only apply for positions which are suitable to your interests and situation. This may involve evaluating whether the working hours and location of work and training will be appropriate.

## THE CONTACT PERSON

Please review the position details before telephoning the contact person.

The contact person will be more than happy to answer any questions that you may have about the position and working with Blue Mountains City Council.

## PREPARING YOUR APPLICATION

Once you have identified that this position is what you are interested in, you will need to prepare your application.

Your application will consist of:

- A completed application form
  - It is important that you complete each field and provide a response to all questions to ensure that your application is eligible for assessment
  - Please ensure your PDF application form has been saved correctly before sending in for assessment
- Your resume
- Your academic transcript to date (for cadetship only)

**Please note:** Do not send original documents with your application as they will not be returned.

## SENDING YOUR APPLICATION

It is preferred that applications, including supporting documentation, be emailed to [hresources@bmcc.nsw.gov.au](mailto:hresources@bmcc.nsw.gov.au) prior to the closing date. An automated email response advising that your application has been received will be sent to you.

**Please note:** If you do not receive an automated email response advising that your application has been received, it most likely has not been received. Please phone (02) 4780 5693 to confirm, prior to the closing date.

Late applications will not be accepted after the closing date (Sunday, 10 October 2021).

## THE SELECTION PANEL

The selection panel will consist of a minimum of two representatives.

The selection panel is responsible for selecting the best person for the position. When requested, they are also responsible for giving feedback to candidates on their applications and interview performance.

## THE SELECTION PROCESS

The selection process involves a number of stages; all of which are compulsory to participate in:

### Online Assessment

All applicants who are initially deemed to be eligible after assessment by Council will be required to undertake an Online Assessment. The online assessment consists of Comprehension and Basic Mathematics.

You will be invited to undertake the online assessment via email. It is each applicant's responsibility to ensure the email address provided is valid and regularly checked for updates. Your application will not be able to progress to the next stage of the selection process if you fail to complete your online assessment.

If you believe you may need additional assistance or resources to participate in the assessment session, please notify Council when you are invited to participate.

### **Short-listing of applications**

Upon completion of the Online Assessment, the selection panel will meet to assess the applications and results of the Online Assessments. Applications will be ranked against the position details and only the top ranked applicants will be invited to attend an interview.

It is important to note that you are competing against other applicants for the position. If you have not completed your application in full or have not provided all of the information which has been requested, you may not be invited for an interview.

**If you have not been successful in being selected to attend an interview, you will receive written notification via email.**

### **The interview process**

If you are invited for an interview you will be contacted by telephone to advise the date, time, location and the anticipated duration time of the interview. You will be given at least 3 working days' notice to attend an interview. A confirmation email will also be sent.

As well as attending an interview with the selection panel you may be required to complete other assessments or activities that help us to evaluate applicants against the selection criteria. Only assessment or activities that are relevant to evaluating the criteria for the position will be used. If this is a requirement for the position you will be advised of this when you are invited to attend the interview. Any necessary information about the assessments or activities will also be given to you at this time.

If you have any special requirements that may impact your performance in the interview or any of the recruitment assessments or activities, please advise us when you are invited for the interview so we can ensure that you will not be disadvantaged in any way.

**Please note:** Costs associated with attending an interview will not be reimbursed or covered by Council.

### **What to bring with you to an interview**

Please ensure that you bring your original qualifications, including your academic transcript to date, licenses and/or tickets. Failure to do this may result in a delay in the recruitment process.

You will also need to provide evidence that you are legally able to work in Australia. Evidence of permanent resident status includes:

- Australian birth certificate
- Australian or New Zealand passport
- Certificate of Australian citizenship

If you provide evidence that does not contain a photograph, supplementary documentation that contains a photo, such as a drivers license or proof of age card, will also need to be sighted and photocopied.

## Reference checks

Reference checks are carried out on the preferred applicant(s) for the position after the interviews have taken place. At least two referees will be contacted and asked questions relevant to the position. They will also be asked to validate information you have provided in your application and at the interview.

Please ensure that you have provided names and contact details of at least two recent referees who have supervised your work.

If you have not had prior work experience, you may also provide details of a lecturer, tutor, teacher or other similar 'Supervisor'.

Please advise the selection panel if you wish to be advised prior to Council contacting any of your referees.

## Pre-placement Health Assessments

Before the successful applicant can commence with Blue Mountains City Council, the preferred applicant will be asked to complete a pre-placement health assessment with the Council's agreed medical practitioner.

Human Resources will contact the preferred applicant and advise them of the relevant details. This process is designed to assess an applicant's ability to perform the position they have applied for.

## NOTIFICATION OF THE DECISION

A member of the selection panel will contact the successful applicant to make an offer of employment and agree on a date for employment to commence. A written offer and conditions of employment will then be forwarded to the applicant.

**Please note:** the 2022 CATs Program will be commencing in the last week of January / first week of February 2022.

If you were invited to attend an interview and you were unsuccessful in being appointed to the position, you will be forwarded written notification, via email, within 15 working days of the interview.

A member of the selection panel may be contacted for feedback on your performance at the interview.

## FURTHER INFORMATION

If you have further questions please contact our Human Resources team who would be happy to assist you.

Phone: (02) 4780 5693

Email: [hresources@bmcc.nsw.gov.au](mailto:hresources@bmcc.nsw.gov.au)

Website: [www.bmcc.nsw.gov.au](http://www.bmcc.nsw.gov.au)