

Moonee Valley City Council Application Requirements

Our processes are designed to be open, fair and help us select the most suitable applicant for each opportunity.

Below we provide applicants with information about our recruitment and selection process.

Telephone enquiries for a current vacancy may be made to the direct contact listed at the bottom of the advertisement.

Applying

Click on the 'Apply' button at the bottom of the advertisement and follow the prompts to submit an application. Applicants must have the right to work in Australia and if requested, must supply evidence of this entitlement.

Applications may be submitted either:

- Via our online system (in Microsoft Word or PDF) at <http://mooneevalley.mercury.com.au/>

OR

- By post and addressed to;
Human Resources
Moonee Valley City Council
P.O. Box 126
Moonee Ponds VIC 3039

Applications submitted via email, after the closing date and/or that do not address the Key Selection Criteria **will not be considered**.

Canvassing of Councillors either directly or indirectly for employment will immediately disqualify prospective applicants for positions with Moonee Valley City Council. This includes requests for Councillors to provide references or to act as referees.

If you are experiencing difficulty submitting your application please contact Human Resources on 9243 1122 prior to closing date.

What to include in your application

It is essential that you prepare a specific application that demonstrates your suitability for the advertised position. All applicants should include the following documents and information:

1. A **resume** including your contact details, qualifications, relevant work and volunteer experience and at least 2 professional referees. No contact will be made with referees without your prior approval.
2. A response to each **Selection Criteria**, found in the Position Description at the bottom of the advertisement. **Applications that do not address the Selection Criteria will not be considered.**

3. If required; a **cover letter** stating the title and reference number of the position you're applying for and the reason/s you are interested in the position.

Please take note of any additional documents required by the Hiring Manager.

Information you provide will be used to assess your suitability for the position, and may be disclosed to persons or organisations where verification of residency status, licenses and/or qualifications is required.

Next Steps

What happens after I apply for a role?

All applicants will be notified when their application has been received. If you do not receive a confirmation email, or an error message, please contact H2@mvcc.vic.gov.au to report a problem.

1. Following the advertisement campaign closing date for each position, the Hiring Manager reviews all applications under a merit process and then a shortlist is drawn up.
2. Shortlisted applicants are then notified of interview times. Both successful and unsuccessful applicants are notified of the decision in the final stages of the recruitment process.

Recruitment Timeframes

Recruitment Stage	Estimated Timeframe
Advertising period	Up to 2 weeks
Shortlisting	Up to 2 weeks following the advertising period
Interviewing and pre-employment checks	Up to 3 weeks following shortlisting
Correspondence to all unsuccessful candidates	Up to 1 week following interviewing and pre-employment checks

Register your interest and receive job alerts

To ensure you don't miss an opportunity sign up to Council's Careers Register to receive email 'job alerts' informing you of current opportunities. Visit <http://mooneevalley.mercury.com.au/> to create an account.

In line with Council's Information Privacy Policy, and in order to comply with the Information Privacy Act 2000 (Vic), we are not able to store personal information for future reference.

Diversity and Inclusion

Moonee Valley City Council 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.

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

Moonee Valley City Council conducts a safety screening process for all employees including Police, Pre-Employment Medical and a 'Working with Children Check' (where required).

FAQs

Can I update my personal details?

Yes, once you have registered with Moonee Valley City Council's eRecruit portal you can log back into your account and update/edit your contact details 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 as you go and log-in at a later date to complete. If your application is left incomplete after the closing date, your application will not be submitted to the Hiring Manager.

Can I withdraw my application once it has been submitted?

Yes, you can withdraw your application at any time by logging into your Moonee Valley City Council eRecruit account and clicking the drop-down box 'Withdraw' against your application. You will receive an email confirmation.

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

The best point of contact for any specific position details or application status is the Hiring Manager whose details are at the bottom of the position advertisement.