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/](http://mooneevalley.mercury.com.au/)
- 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**

<table>
<thead>
<tr>
<th>Recruitment Stage</th>
<th>Estimated Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising period</td>
<td>Up to 2 weeks</td>
</tr>
<tr>
<td>Shortlisting</td>
<td>Up to 2 weeks following the advertising period</td>
</tr>
<tr>
<td>Interviewing and pre-employment checks</td>
<td>Up to 3 weeks following shortlisting</td>
</tr>
<tr>
<td>Correspondence to all unsuccessful candidates</td>
<td>Up to 1 week following interviewing and pre-employment checks</td>
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</tbody>
</table>

**Register your interest and receive job alerts**


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.