

Thank you for your interest in working for the Town of Gawler. This guide explains what to expect throughout our recruitment process and how to prepare a strong application.

Before you apply

Take some time to understand the position and the Town before preparing your application.

- Read the job advertisement carefully and note the closing date.
- Download and review the position description, including the essential and desirable criteria.
- Consider how your skills, experience, qualifications and approach align with the requirements of the role.
- Contact the nominated contact person if you have questions about the position that may assist with your application.
- Find out more about the Town of Gawler and the work we do for our community.

What we look for

The Town of Gawler is committed to equal employment opportunity and merit-based employment decisions. We look for people who can demonstrate the skills and experience required for the position and who are committed to contributing to our Vision, Mission and Values.

Our Vision: to deliver a livable, cohesive, active, innovative and sustainable council area for the community.

Our Mission: Lead, collaborate and deliver

Our Values:

Teamwork	We work together, support one another and contribute to achieving shared goals.
Integrity	We act honestly, ethically and professionally, taking responsibility for our actions and commitments.
Collaboration	We build respectful relationships, communicate openly and work together to achieve positive outcomes.
Creativity	We embrace new ideas, continuous improvement and innovative ways of achieving better outcomes.
Positivity	We treat others with respect and kindness and create an inclusive, supportive and welcoming workplace.

Preparing your application

Your application gives the selection panel an opportunity to understand your experience, skills and suitability for the role.

Application component	What to include
Cover letter	A brief introduction explaining your interest in the role and highlighting your most relevant skills and experience.
Response to selection criteria	Clear examples showing how your skills, experience and knowledge meet the requirements of the role.
Resume	Your contact details, qualifications, relevant skills and employment history, particularly experience relevant to the position.
Supporting documents	Relevant qualifications, licences, certificates or other documents requested in the position description. Provide copies rather than originals.

Responding to selection criteria

Address each criterion using its heading and provide clear, concise evidence. A useful way to structure your response is:

Situation: Briefly explain the context or where you gained the relevant experience.

Action: Describe what you did, your role and the approach you took.

Outcome: Explain what you achieved, improved or learned as a result.

Tip: Use specific examples rather than simply stating that you have a skill. Focus on your contribution and the outcomes you achieved.

Essential and desirable criteria

Essential criteria are the requirements you need to substantially meet to be considered for the position. Desirable criteria are additional skills, qualifications or experience that may be relevant to the role. Review both carefully and address the requirements that apply to you.

Your resume

Your resume should make it easy for the selection panel to understand your relevant experience. Consider including:

- your name and contact details
- academic and professional qualifications
- relevant skills and capabilities
- employment history, particularly relevant roles and achievements
- two current referees who can comment on your employment skills and experience, where requested

Submitting your application

Submit your application by the closing date and in the format or through the method specified in the job advertisement. Check that you have included all requested documents before submitting.

THE SELECTION PROCESS

The recruitment process may vary depending on the position. The following provides a general guide to what you can expect.

1. Application	2. Shortlisting	3. Interview	4. Checks	5. Outcome
Submit by the closing date.	Applications are reviewed against the role requirements.	Shortlisted candidates may be invited to interview or assessment.	References and other pre-employment checks may apply.	The preferred candidate receives an offer, and applicants are advised of the outcome.

Shortlisting and interview

After the closing date, the selection panel reviews applications against the requirements of the position. Candidates who are shortlisted will be contacted about the next stage of the process.

Depending on the position, the process may include an interview, skills or aptitude assessment, psychological assessment or another role-specific assessment. If you are invited to interview, you will be advised of the relevant details.

If you require an adjustment to participate in the recruitment process, such as wheelchair access or an interpreter, please let us know.

References and pre-employment checks

We will contact your nominated referees to verify the information in your application and interview. Depending on the role, other checks may include:

- Australian work eligibility
- verification of qualifications, licences or certificates
- police or criminal history checks
- medical assessments, including drug and alcohol testing where applicable
- skills, aptitude or other assessment tests

The final stage

Following interviews and assessments, the selection panel recommends a preferred candidate. A verbal offer may be made to the preferred candidate. Following verbal acceptance, a formal letter of offer will be provided.

If you are unsuccessful

Applicants who are not shortlisted or are unsuccessful will be advised of the outcome after an offer has been made and accepted by the successful candidate. Where available, you may contact a selection panel member for constructive feedback about your application and interview. Feedback will not include information about the successful candidate.

Questions?

For more information regarding our recruitment process, please contact People and Culture Team employment email employment@gawler.sa.gov.au