**Colac Otway Shire Council – Recreation Development Officer application process and conditions:**

Applications close on **Monday 2 March 2020 at 9.00am.**

Please ensure that you follow the process for submitting an application, as failure to do so may result in it not being considered.  Applicants should apply to [www.recpeople.com.au](http://www.recpeople.com.au) and any contact can be made to Mandy Nolton, Recruitment Consultant (Rec People) on 0400 679 433 or via email mandy@recpeople.com.au

Please note: Only electronic applications will be accepted.

1. All applicants are requested to include the following details in their application:
2. An introductory (covering) letter which states the title of the position you are applying for (Recreation Development Officer – Colac Otway Shire Councill) and why you are interested in the role;
3. A current resume which includes personal details, educational achievements, work experience and at least 2 referees;
4. Brief examples that address the Key Selection Criteria (KSC) as stated in the position description (PD).  (Applications that do not address the KSC will not be considered). A copy of the PD can be found at [www.recpeople.com.au](http://www.recpeople.com.au) under “Job Openenings”
5. Email your application to [mandy@recpeople.com.au](mailto:mandy@recpeople.com.au) prior to 9.00am Monday 2 March 2020.
6. Applicants must be either permanent residents of Australia or supply evidence that they have the right to work in Australia, e.g. NZ Passport.
7. Applicants should be prepared to attend a personal interview/s at their own cost. Additionally, applicants may be asked to undertake skills testing, cognitive ability, work sample and aptitude tests.
8. The personal information you have provided will be used to assess your applications for employment.  You have been requested to provide this information to enable the organisation to compare your application to others, and verify statements made.  In submitting an application for this position, you are giving your consent for the organisation to use the information in assessing the application for this position. Relevant parts may be disclosed to persons or organisations you have identified as current or former employers, referees or others who may be able to assist Council in assessing your application.  However, formal reference checking as part of the final selection process, will not commence without your knowledge.  Information provided may also be disclosed to authorities such as immigration, licensing, educational or other organisations where you have made a statement or indicated a qualification, license or endorsement that may need verification.
9. Prior to commencement the successful applicant will be required to provide original copies of all qualifications, endorsements or licenses (or satisfactory proof of such), and a copy of all such qualifications etc shall be made and kept on the employee’s file.
10. As part of the selection process, the recommended applicant(s) may be required to undertake a pre-employment police or security check.
11. Note: Failure to disclose the information required or making false or misleading disclosures, may disqualify you from any Workers’ compensation entitlements (section 82 Accident Compensation Act) or may breach the employment contract.
12. Canvassing Councillors/Administrators either directly or indirectly for employment may disqualify prospective applicants for positions with Council.
13. Please contact Mandy Nolton on 0400 679 433 if you have any questions or require any information.