

Frequently Asked Questions

If you have any questions regarding Council's recruitment process that are not listed, please contact our Careers Team on (02) 4842 3304. If your question is about an advertised position, please call the contact officer on the advertisement.

Key Terms

- **Selection Panel:** committee typically made up of a panel chair, specialist panel member and independent panel member. Their role is to select the right person fairly and impartially.
- **Selection Panel Chair:** typically, the supervisor of the advertised position. They lead the recruitment process and are commonly your primary point of contact during recruitment.
- **Selection Criteria:** an outline of the required skills, qualifications, experience and professional attributes that help the selection panel determine an applicant's suitability. The selection criteria is in the position description.

If I don't have access to a computer, can I apply by supplying a hard copy application?

We encourage applicants to submit their application via Council's application portal. You can access computers through our Libraries at Queanbeyan, Bungendore and Braidwood.

I'm applying for a Cadet or Trainee position, do I need to address the Selection Criteria?

Yes. This is often the first information the selection panel review to determine which applicants progress to interview. You are highly encouraged to attach a document with your application addressing the selection criteria. The selection criteria are in the position description. As you complete your application in the portal you will be prompted to attach your document addressing the selection criteria. You can refer to the [Applying for Positions at QPRC guide](#) to help you.

If you feel you do not meet the criteria completely, state in your application what skills, attributes or experience you do have which may be transferable. Perhaps you are involved in sports or volunteer work and have had experiences that are applicable.

Will you consider applications that don't address the Selection Criteria?

In most cases we do not interview applicants unless they address the Selection Criteria.

The Selection Criteria are traits, skills and qualifications that are necessary for the role, by responding to them you are letting us know how you are suitable for this role and what skills you have or are working towards.

What if I've never worked?

In the case of Cadet or Trainee positions, consider how your life experience may relate. You may have volunteered or been part of a sporting group, highlight the tasks, skills or achievements developed from these. Include these examples as you address the selection criteria.

Do you accept late applications?

Rarely. Please submit your application before the closing date, however the Selection Panel Chair may choose to accept a late application. If you have missed the closing date, please email or call the Careers Team to request an extension or submit a late application.

Do you interview all applicants who meet the Selection Criteria?

Not always. If there are many applicants who meet the selection criteria, those whose experience and qualifications are most closely aligned with the position will be interviewed.

Will my application be treated confidentially?

Yes. Your application and the details you provide are treated with respect and are confidential. Only members of our Careers Team, the hiring manager and members of the selection panel see your application. These people are trained to keep your application confidential.

How long can I expect to wait before I am contacted following the closing date of an advertised position?

It can take up to two weeks for applications to be shortlisted, particularly if there is a high number of applicants. If there are unexpected delays, the Careers Team will contact you and provide an update. You will be contacted if you are unsuccessful or selected for an interview.

Can I receive feedback if my application is unsuccessful?

Yes, you can request verbal or written feedback from the Selection Panel Chair.

Do I need to be eligible to work in Australia, to be offered employment at Council?

Yes, you must be legally entitled to work in Australia. This can also include a valid working visa or permanent resident visa. You may be asked to provide proof.

Do I need to be an Australian citizen to work at Council?

No. Council welcome applications from those with a valid working visa or permanent residency. However, Council can only offer fixed-term contracts to applicants with a fixed-term working visa.

If I am appointed to a fixed-term position, will I be made permanent?

No. Fixed-term positions, including Cadets and Trainees, are fixed-term only. You will be required to reapply for the role (likely towards the end of your contract) or another vacancy within Council at the end of your term.

Cadets and Trainees are encouraged to apply for suitable roles within Council at the end of their training.

Do I need a Driver's Licence for the position?

If a driver's license is required for the role, it will be specified in the Selection Criteria. Other roles are required to provide photo identification before beginning with Council.

Do I need to do a criminal history check?

Some positions require a National Criminal History Check. This will be specified in the position description.

If you are selected as the preferred candidate and the role requires a criminal history check, the Careers Team will contact you to arrange this. For positions that need a criminal history check, a formal offer cannot be made until this check has been completed.

Do I need to do a pre-employment medical?

Some positions that are more physically or psychosocially demanding require preferred applicants to complete a pre-employment medical assessment.

Pre-employment medicals may involve testing vision and hearing, spirometry, drug and alcohol testing and fitness testing. Examples of positions that require a pre-employment medical include labourers, plant operators, and animal and transport rangers.

Roles that require a pre-employment medical will state this in the job advertisement.

If the role does not require a pre-employment medical, the preferred candidate will be required to complete and sign a medical declaration form.

A formal offer cannot be made before a pre-employment medical or medical declaration is completed.

Does Council support work experience opportunities?

QPRC offers both work experience and work placement programs. Work experience is for students in high school or completing their secondary education. Students that are undertaking studies through TAFE or University can be part of our work placement program.

If I am unsuccessful, will I be notified?

Yes, all applicants will be notified of the outcome of their application via email.