

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 or careers@qprc.nsw.gov.au. 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:** is usually the supervisor of the advertised position. They lead the recruitment process and are your primary point of contact during recruitment process.
- **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 are featured 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, Apprentice 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 will 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 provide a document addressing the Selection Criteria.

The Selection Criteria are traits, skills and qualifications that are necessary for the role, by responding to them you are letting the panel know how you are suitable for this role and what skills you have or are working towards. Even if you are unable to address a particular selection criteria in full, providing a written response can support your application.

What if I've never worked?

In the case of Cadet, Apprentice 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 with examples. Include these examples as you address the selection criteria.

Do you accept late applications?

Council can accept late applications at the discretion of the panel chair. 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. Council provides training to these people on recruitment confidentiality.

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 for an interview. If you would like an update on your application, please contact the Careers Team.

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, Apprentices 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, Apprentices and Trainees are encouraged to apply for suitable roles within Council towards 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.

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. If you were not shortlisted for an interview, you will be notified via an email. If you received an interview, you will be notified via a phone call from the hiring manager and will have the opportunity to receive feedback.

Can I apply for multiple vacancies at the same time?

Yes, Council welcomes you to apply for multiple vacancies at the same time if you feel your skills and qualifications meet the selection criteria of the position.