



City of Canning

A welcoming and thriving city

Guide: Information for Applicants



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About the City of Canning

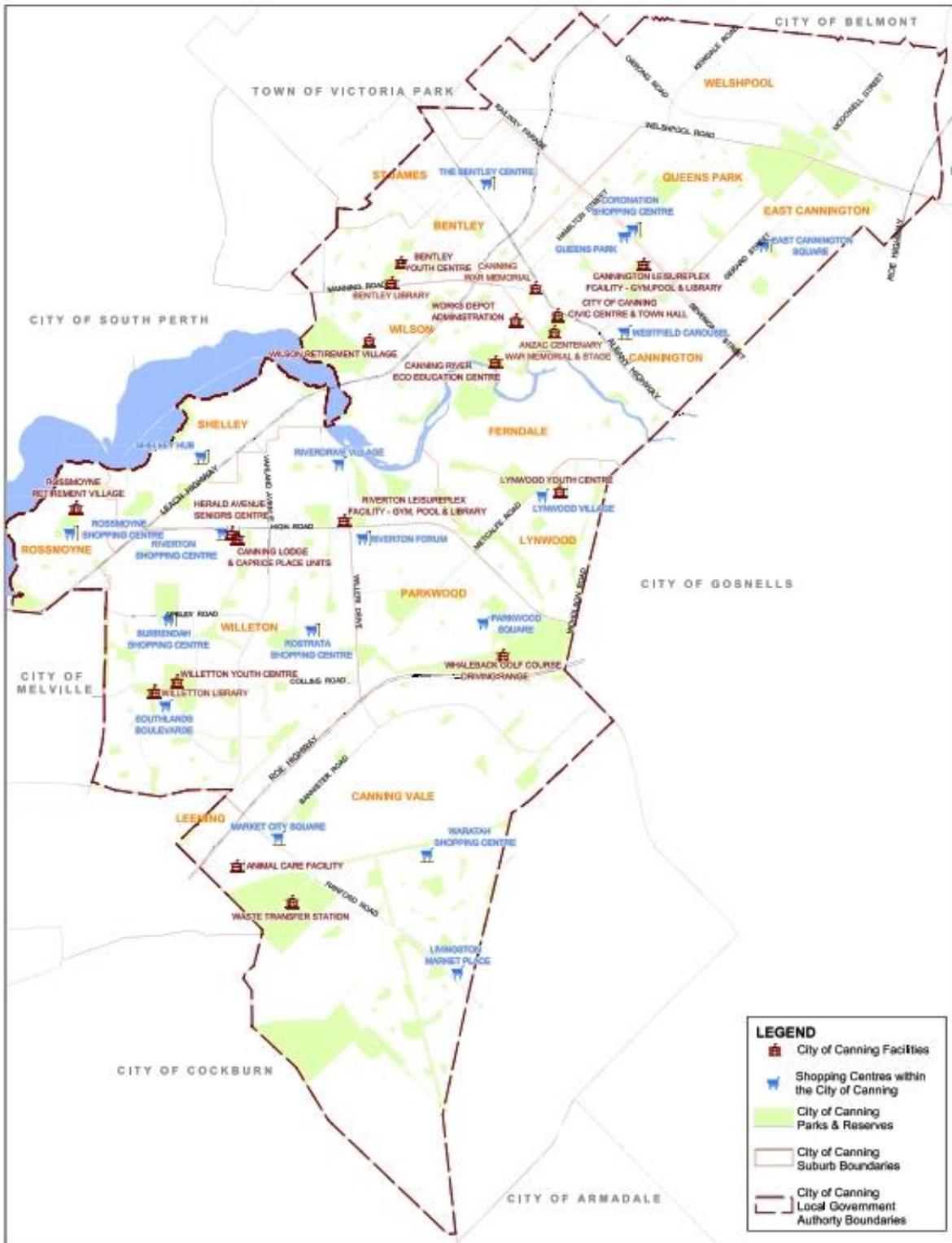
The City of Canning is located in Perth's south-eastern suburbs, approximately 10 kilometres from the Perth CBD and covers approximately 65 square kilometres. It encompasses the suburbs of Bentley, Cannington, East Cannington, Canning Vale, Ferndale, Leeming, Lynwood, Parkwood, Queens Park, Maniana, Riverton, Rossmoyne, Shelley, St James, Welshpool, Willetton and Wilson. As of 2017, the City of Canning had 93,600 people living in 33,669 homes across these suburbs. A map with an overview of the City's borders can be seen below.

With two leisureplexes, a golf course, four community learning hubs, ranger and community safety services, the Canning River Eco Education Centre, disability and aged care support services, youth and family services, a waste transfer station and a works depot, the City of Canning is dedicated to providing **a welcoming and thriving city** for all residents and visitors. For more detailed information on the City of Canning, please visit our [City's profile](#).

The City of Canning is an equal employment opportunity employer, with a commitment to providing opportunities to all applicants, including Indigenous and Torres Straight Islanders and those living with a disability. To ensure all employees enjoy their employment experience, the City supports a work-life balance through a range of flexible work options and provides access to other employee benefits and training and development opportunities.



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Vision and Values

Canning, a welcoming and thriving City

 <p>AUTHENTIC</p>	<p>We will build genuine relationships We will be responsible in our actions and commitments</p>
 <p>RESILIENT</p>	<p>We will embrace challenges to encourage our people to thrive We will support each other's wellbeing</p>
 <p>CREATIVE</p>	<p>We will share our innovative thinking We will have the courage to welcome and try new ideas</p>
 <p>COLLABORATIVE</p>	<p>We will work together as one team We will share our success and knowledge to thrive</p>



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Overview of the Recruitment Process

The City of Canning is committed to conducting a recruitment selection process that is fair and equitable for all applicants.

Advertising, Application Review and Shortlisting Process

Vacancies are advertised on our [Careers](#) page and applications are to be submitted online.

Shortlisting can take up to two (2) weeks from the date the advertisement closes. If there are any delays, applicants will be provided with an update via email.

Shortlisted applicants will be contacted by phone and invited in for an interview (see Interviewing Process section below for more information).

Unsuccessful applicants will be provided with an outcome via email at the end of the process.

Interviewing Process

Interviews are usually conducted at one of the City of Canning's premises, such as City of Canning Administration Building, City of Canning People and Performance Hub or City of Canning Works Depot.

Our interview and assessment process can be conducted in a variety of ways:

- Panel interview: panel format of two or three (or potentially more) panel members and may include behavioural based questions, scenarios or a request to prepare and present on a topic
- Group interview: where multiple positions are available, applicants may be invited in for a group interview to learn about the role and work together in groups to address a scenario question
- Second interviews: after a first interview, applicants may be brought back for a second interview. This could be an informal conversation to meet other members of the team, or perhaps to prepare and present on a topic

Post Interview Process

Applicants will be advised at the first interview what the next steps in the process will be and a second interview may be conducted before any further steps are taken. Once the full interview process is complete, the next steps could include conducting employment-based reference checks, confirming other qualifications and eligibility or attending a pre-employment medical conducted by an external provider.



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Confirming Eligibility

The City is only able to appoint applicants who have the legal right to work in Australia, provide a National Police Clearance and who have evidence of the required qualifications and certifications.

The City can legally appoint applicants who provide evidence they are:

- Australian citizens
- New Zealand citizens
- Australian residents
- Temporary residents with permission to work under their visa
- International students with permission to work under their visa

Applicants' eligibility to work will be confirmed prior to any offers of employment being made. To support this, applicants will be asked at interview stage to provide a passport or Australian birth certificate.

Prior to any offers being made and before commencement of any new positions, applicants' will be asked to provide a current (within six (6) months) satisfactory National Police Clearance.

Each position with the City is advertised with a position description outlining the essential criteria of the position. If a qualification (e.g. Bachelor degree in Science) or certification (e.g. First Aid Certificate) is listed as essential criteria, applicants will be required to provide a copy of their certificate prior to commencement. The certificate should include their name, the course, date of issue, and, if applicable, date of expiry.

Preparing and Submitting Your Application

Applications are only accepted by applying online to the specific vacancy. Applicants may only be appointed to a position they have applied for.

Resume/CV

For the selection panel to be able to consider your suitability for the position, it is recommended for your resume to include the following information:

- Easily identifiable personal information
 - Full name
 - Contact number
 - Contact email address
- Employment history
 - Include position titles, company names, dates of employment, and any duties or accomplishments during your time



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- Any qualifications and training
 - Ensure only current relevant accreditations are included
- Relevant memberships
- Referees
 - Two employment related referees should be listed, including their position title and company, your working relationship with them and their contact details

Please note that referees will only be contacted after an interview and will be discussed with applicants

Cover Letter and Selection Criteria

Your cover letter should address the selection criteria from the position description, which can be found at the bottom of each advertisement. There is no page limit or restriction for your cover letter unless specified in the advertisement, but you only need to provide a cover letter that addresses the selection criteria in context of the position. This can be presented either within the body of the letter, or by starting the selection criteria on the page following the cover letter within the same document.

You may wish to consider the STAR model when structuring your responses:

- **Situation:** provide an outline of the situation or setting
- **Task:** provide an outline of what you did
- **Action:** provide an outline of your approach to the situation
- **Result:** describe the outcome of the situation

Submit your application before the closing date and time

All applications will close at 5:00pm on the date listed on the advertisement.

You are encouraged to start your application early to allow plenty of time before the closing date to prepare and review your application before submitting. Ensure you have followed all instructions for submitting an application.

Late applications may not be accepted. Should you feel that your application should be accepted after the closing date, please contact the member of the Talent Team as listed in the advertisement to discuss your application, as it may only be accepted at the discretion of the People Leader.

When preparing and submitting your application, take the following into consideration:

- Only two (2) documents can be accepted, the resume/CV and a cover letter that addresses the selection criteria within the position description.
- If any further documentation is required, it will be requested at a later time.
- You will receive an email acknowledgement of the receipt of your application once submitted.



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Interview and Post-Interview

We understand that interviews can feel stressful for the applicants, and the City aims to make this process as comfortable as possible to provide you with the strongest opportunity to succeed. We have outlined some suggestions on how you as the applicant can best to prepare for and perform well in an interview.

Prior to the Interview

Review the interview confirmation email you receive from the Talent team. Ensure you are aware of the details of your interview and who you will be meeting with, and confirm your attendance in writing.

Do your research on the City of Canning, the position and the team. The email confirmation will include the position description and it may be helpful to make notes or highlight sections of the position description you wish to query or discuss during the interview. Depending on the role, there may be certain projects the City is working on that may be interesting for you to discuss during the interview, and information on these can be found on the website.

It is important to dress the part for the position you are applying for. For an office based position, this could be corporate attire, and for an outdoor or Leisure position, this could be smart casual. Regardless of the position, ensure you are dressed appropriately and well groomed.

It is also important to allow plenty of time and be prompt. Not all interviews are conducted at the Administration Building, with interviews being held at locations all across the City. Ensure you check your email confirmation for details of where to go beforehand and plan how long it will take you, and allow extra time for any delays. Aim to arrive at least 10 minutes before your interview to allow time to provide your documents and get settled in.

During the Interview

Be aware of your body language. Shake hands with the panel on introduction and departing, maintain a good posture and make eye contact. The panel will be taking notes throughout the interview, but will aim to make as much eye contact with you as possible.

Each panel member may ask you questions. Ensure you listen carefully to the full question and don't interrupt until the question is completely asked. If you are unsure or don't understand, don't be afraid to ask for the question to be repeated or to seek clarification on what the panel is asking. It is better to make sure you fully understand the question before answering, rather than risking not addressing the question.

The majority of our questions are behavioural based and will ask you to provide an example of a specific time you demonstrated your skills or experience. When you do respond to questions, ensure you respond to all parts of the question and provide relevant examples from your work history. Even if the question does not ask for an example, try to provide one anyway, as it more clearly demonstrates your experience



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and suitability for the role. You can use the STAR method in responding to questions (as outlined in the Preparing & Submitting Your Application section of this document), where you provide the background or context of the situation, the tasks you completed, the approach you took to action and the results of your action.

Ask questions where appropriate. The panel will ask you if you have any questions at the end, but you are also free to ask questions throughout the interview if it relates to the interview question and subsequent discussion. At the end of the interview, if you have any additional questions or are seeking clarification, feel free to ask. The panel is happy to answer any questions or have a discussion, as it shows your interest and allows us to get to know you further.

Diversity and Equal Employment Opportunity

The City of Canning is dedicated to providing an inclusive workplace where all employees are welcomed, valued and recognised for their unique, qualities, abilities, innovative ideas and contributions to helping us deliver better outcomes and service to the diverse community we serve.

The City also recognises our legal obligations under the Equal Opportunity Act 1984. We promote equal opportunity in employment to all applicants irrespective of gender, gender history, sexual orientation, family responsibility or family status, pregnancy, marital status, race, religious or political conviction, age, impairment or disability.

Further Information

For further information regarding a vacancy, please contact the member of the Talent Team listed on the advertisement or email employment@canning.wa.gov.au.



Checklist for Applicants

Before submitting your application, double check that you:

Are submitting your application through the Careers page to the correct vacancy?	<input type="checkbox"/>
Have completed the online application accurately?	<input type="checkbox"/>
Have attached an up to date resume?	<input type="checkbox"/>
Have attached a cover letter addressing the selection criteria?	<input type="checkbox"/>
Have provided your correct contact details (phone and email) in your application?	<input type="checkbox"/>
Have provided the details of two (2) employment related referees in your application who are aware they are listed and are available to be contacted?	<input type="checkbox"/>
Have made sure you will be available over the weeks following your submission to be contacted by phone and email?	<input type="checkbox"/>