



Short Form Application Guidelines for Applicants

As a potential candidate for a vacancy with Huon Valley Council these guidelines are provided to assist you in delivering a strong application. At the core of our organisation lies a steadfast commitment to consistently elevating the quality of services we provide to the Huon Valley community. Therefore, we seek individuals who will play a pivotal role in fortifying and perpetually refining our operational excellence.

Defining the Short Form Application

A Short Form Application is a document no more than two (2) A4 pages that is asked for in some Huon Valley Council job vacancies. If it is asked for it must be included for your application to be considered for the role.

Selection Panels use your Short Form Application, along with your resume, to make an initial assessment of your suitability for the role. This assessment will determine if you will be invited to participate in further forms of assessment, for example an interview.

The Short Form Application is just one of the ways a selection panel might ask for initial applications. Another commonly used method, which you might already be familiar with, involves addressing specific selection criteria.

If you have been asked to submit a Short Form Application these guidelines will support you to understand what the Short Form Application is, and how you can write one that gives the selection panel a good opportunity to initially assess your suitability as a candidate.

Note: The information contained in these guidelines is of a generic nature. If it in any way contradicts advice you receive from the vacancy advert, please defer to the advert instructions rather than these guidelines.

What to include in your Short Form Application

In asking for a Short Form Application the selection panel is aware that it is impossible to include details of **all** your skills, knowledge, and capabilities in such a short amount of writing. The panel requests that you focus on providing the specific information that is relevant to the role, without feeling compelled to exceed the prescribed two-page limit.



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Service Excellence



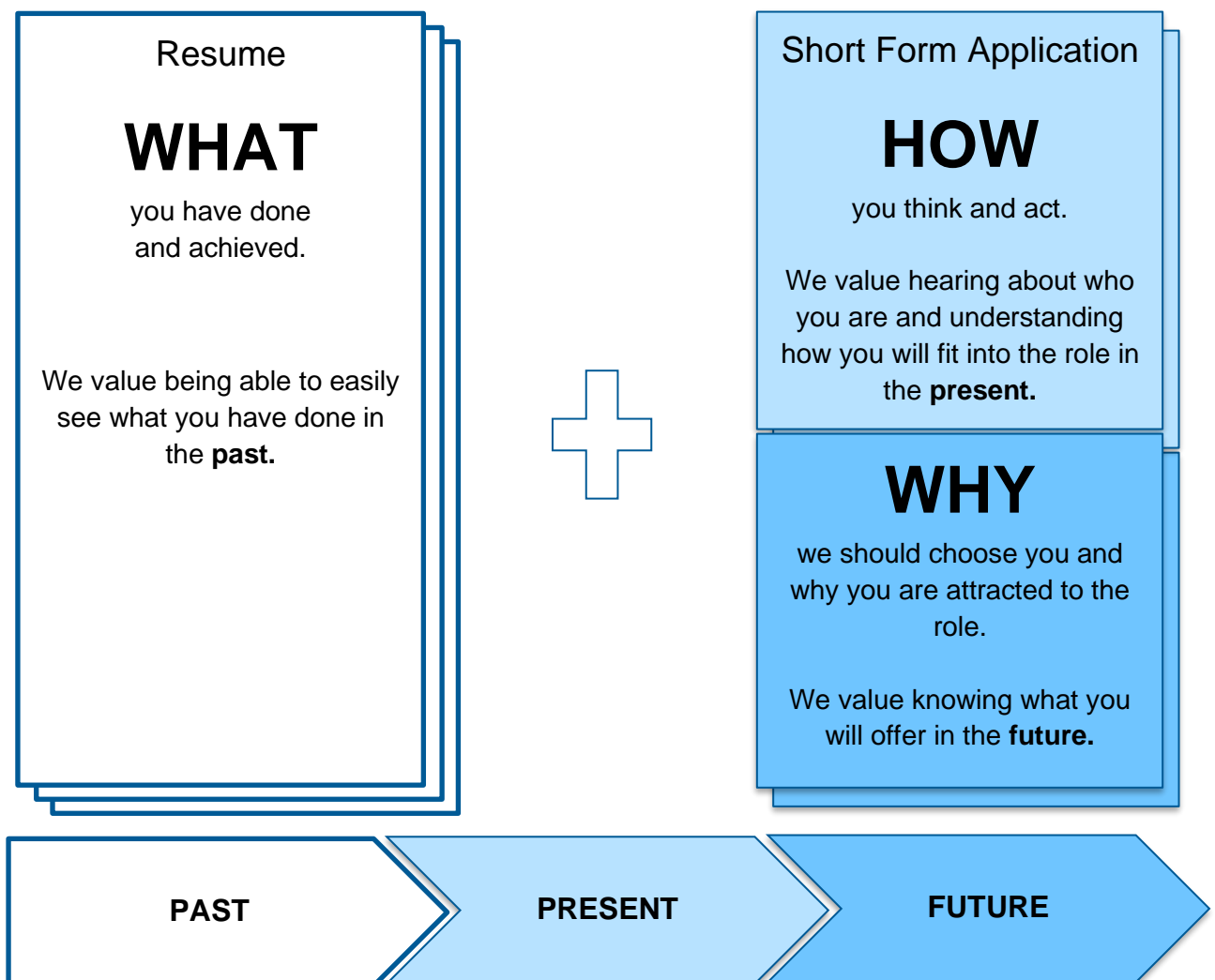
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To supplement the information asked for in the Short Form Application the panel will also ask you to submit your resume. The WHAT section below gives pointers that may be useful as you put your resume together.

Your Short Form Application does not need to be in the format of a letter and should not be accompanied by a separate cover letter. Only provide additional documents when they are requested by the advertisement or the selection panel.

Use your Short Form Application to give the selection panel an insight into how well you would be able to perform in the role now and into the future. The following WHAT HOW WHY model is one way you can do this.

WHAT HOW WHY Model



The following notes give you further information on how you can use this model when writing your Short Form Application.



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PAST

WHAT (Resume)

The panel want to know what you have done in the past that is relevant to the role. Present this information in the form of a resume or Curriculum Vitae (CV).

As a minimum you should include the following:

- A succinct list the skills you have that will support you to do the role,
- A brief history of your relevant work experience (both paid and unpaid),
- A list your relevant education, qualifications and/or training history,
- The names and full contact details of two (2) referees who are willing to be contacted about your capacity to perform the role, and
- For senior roles (eg Manager and above) it would be valuable to include significant achievements.

Keep your resume concise with clear headings and dot points so it is easy for the selection panel to see and find information.

PRESENT

HOW (Short Form Application)

The panel wants to know how you currently think and act. As a guide this would be roughly three quarters of your Short Form Application.

Think about the role and what will be required of someone to do it well now and into the future. Think about what you will be doing and what you will need to accomplish. In essence, put yourself into the role.

Then write about how you think and act in relation to what the panel have asked you to focus upon. One way to present how you think and act is to give an example of a real life situation focusing on how you handled it. For example:

Example 1:

"Performing [insert] tasks in my role at [insert] I had the opportunity to do [insert]. I approached this by thinking about [insert] then took the following action [insert] in the following way [insert]. This resulted in [insert]."



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Example 2:

“My experience in doing [insert] has given me capabilities in [insert]. As such when I approach [insert] type of tasks I consider [insert] then act in the following ways [insert].”

Sometimes the panel may have given you one or two specific questions to answer, alternatively they may have asked you to focus on a limited number of selection criteria, or possibly on all of the selection criteria. The key thing they will be looking for is an insight into HOW you go about achieving the types of things that need to be achieved in the role.



WHY (Short Form Application)

The panel want your take on why they should choose you. As a guide this would be roughly a quarter of your Short Form Application.

Finish your Short Form Application by telling the panel why you are attracted to the role and why you would be a good fit for it. This is about giving the panel an insight into what you will bring to the future of the role. For senior roles an indication of your vision for where you want to take the role would also be appropriate here.

Purpose of the Position Description (including the Selection Criteria)

The Position Description (including the Selection Criteria) are included in the advertisement the selection panel will put together for the role. The information provided in the advertisement will help you make an informed decision about how suitable a match there is between you and the role. It is also the core information the panel will use to guide their decision making to ensure their selection is based on merit.

Unlike the longer form of written application, in which applicants are asked to submit a piece of writing against each selection criteria, the Short Form Application does not ask for writing specifically organised against the selection criteria. Instead use the Position Description and Selection Criteria as background information and context to inform your writing.

Talk to the Hiring Manager

In the advert for the vacancy the name of a contact person will be provided. The role of this person is to answer any questions you have about the role and ensure you know how the panel want you to present information. You are encouraged to give the contact person a call to ensure you have a good understanding of the role and to know if it is a right fit for you.



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COMMON QUESTIONS

Can I write more than two pages?

For fairness and equity this is not encouraged and some panels may impose a strict adherence to the two page limit and not read additional information. Within the two page limitation, please use a clear readable font size and adopt conventional page margins. Allow time after completing your first draft to review and edit your submission. Often good editing will allow you to reach the two page limit if your first draft is over length.

How important is my resume?

It is very important that your resume complement, and work with, the information you provide in your Short Form Application. The selection panel will read both documents together so it is not necessary to repeat information in your Short Form Application that can easily be seen in your resume. Use the WHAT information in the model above to guide what you include in the resume.

How long should my resume be?

Your resume should be concise, ideally no more than two (2) pages. Focus on including the most recent and relevant information that highlights your qualifications and experience applicable to the role you are applying for.

How important are my referees?

At Huon Valley Council the selection panel use reference checks to support your application and interview. Selecting the right referees is important, if possible, they should be professional referees from your most recent places of employment. Ask people to be a referee knowing the panel is likely to question them about your professional capabilities as well as your contributions to positive team dynamics and organisational culture. Make sure your referees understand the importance of the role they are taking on.

Should I include a cover letter?

It is not necessary to include a cover letter as all the information needed to identify your suitability for the role will be captured through your resume and Short Form Application.



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