

# **JOB APPLICANTS GUIDE**

## **APPLICANT INFORMATION**

The primary function of an application is to provide sufficient relevant information about your education, work history and experience to allow the Selection Committee to decide whether you should be interviewed for the position. It is the first step of the selection process and although it will never solely determine whether you are successful, an application does convey important information about you and your suitability for the position. Therefore, your application should be written with the need of the selection process in mind.

### **Your application should include the following:**

- Statement against selection criteria – please refer to page 3 of this package for more detailed information.
- Personal Information - including address for correspondence, contact telephone number, current employer and position/classification etc.
- Education and training - list in chronological order academic qualifications and training courses that are relevant to the position for which you are applying.
- Work experience - Identify positions you have held from present to past, listing briefly the duties of each.
- Referees - Provide the names and telephone numbers of at least two referees, either personal or work related if applicable. These people should be able to comment on your work performance and/or personal qualities and attributes. If you would prefer not to nominate your current supervisor for confidentiality reasons, please specify this.

### **Availability for the interview**

As an applicant, you will be regarded as being available for interview from the date applications close. Normally, at least five working days notice will be given by the Selection Committee. If you are going to be absent from work and/or home at any time in the next few weeks you should advise the dates of your absence in your application and other contact details during your absence.

**If you are selected for interview, you will be required to complete security clearance forms and return them on the day of the interview for processing.** Security vetting is an integral part of the selection process, thus requiring the information sought of prospective employees to be very detailed.

### **The Interview**

The Selection committee will be assessing your claim to the position against the selection criteria. This will usually involve questioning that is structured around the selection criteria and the position description. Normally the selection panel will be comprised of three interviewers.

### **Advice**

You will be advised in writing of the result of the selection process, whether or not you are successful, generally within two to three weeks of the interview. If you are selected by the panel as the successful applicant, you will be contacted by telephone prior to any offers of employment being made.