

INFORMATION GUIDE FOR APPLICANTS

Introduction

This Applicant Information Guide has been prepared to assist you in the preparation of your application for employment and should be read in conjunction with the Position Description and the Key Selection Criteria contained within the position description.

Privacy

We understand and respect your right to privacy and have safeguards in place in line with the requirements of the **Privacy Act 1988**. The information provided in your application will only be used for the purpose of recruitment and selection related processes.

Cultural Diversity

We recognise and celebrate that the Australian community is comprised of people who bring to it a wide range of cultural traditions, languages, religious beliefs and values and are committed to ensuring that our organisational values, policies, procedures and practices are inclusive and reflect this respect for and appreciation of cultural diversity.

Equal Employment Opportunity

We are an equal employment opportunity employer. We encourage applicants from the following groups to apply:

- People from a Non-English speaking background
- People with a disability
- Women
- Aboriginal and Torres Strait Islander people ; or
- Australian South Sea Islander people.

Before you Apply

Are you eligible to apply?

We are an Equal Employment Opportunity employer however certain criteria must be met before employment can be obtained.

Eligibility to work within Australia

To be eligible for employment with us, applicants must be eligible to work within Australia. Non-Australian residents will be required to provide visa documentation outlining current eligibility to work within Australia such as a: student visa; working holiday visa; defacto visa etc.

Qualifications

Any claims made in relation to academic or professional qualifications must be able to be verified with the relevant institution and certificates or transcripts must be provided.

Pre-employment Checks

If you are the successful candidate we will conduct a number of pre-employment checks relative to the position. Any offer of employment will be conditional upon the results of these checks being acceptable.

Working with Children Blue Card

As part of our employment screening process, preferred applicants will be subjected to an 'employment suitability check' with the Commission for Children and Young People and Child Guardian. Further details regarding this check may be obtained by accessing the Commission's web site at the following internet address: <http://www.bluecard.qld.gov.au/>

Confirmation of employment is conditional upon the preferred applicant being issued with a Working with Children Blue Card from the Commission for Children and Young People and Child Guardian.

PLEASE NOTE: Failure to complete one of the eligibility requirements or produce relevant documents could result in the withdrawal of your offer of employment.

Working with Children Declaration

It is an offence for a disqualified person to apply for a Working with Children Blue Card. Under these laws we are legally obliged to warn all person/s that it is an offence for a disqualified person to sign a blue card application form.

Application Process

Advertised vacancies often attract a number of high quality applicants so before preparing your application it is a good idea to obtain as much information about the position as possible. You will benefit from time spent on some basic research and planning before submitting an application. We recommend that you carefully read the Selection Criteria and other documentation provided.

Your application should contain the following:

- A Cover Letter;
- Your curriculum vitae containing your personal particulars including (but not limited to):
 - Full Name;
 - Address;
 - Contact Details (telephone, email);
 - Education and Training;
 - Employment History (including dates of employment, employer, position, and brief summary of duties); and
- Your responses to the Key Selection Criteria for the position.

The names and contact details of two referees, preferably one being your current supervisor. Your referee should be able to provide comments on your work performance against each selection criteria.

Verbal and written referee reports may also be sought after the interview to assist in the decision making process, and any supporting documentation (e.g. Copy of qualification, certificates etc.).

Addressing the Key Selection Criteria

Your response to the Key Selection Criteria is an essential part of your application.

This is the opportunity to 'sell yourself' and convey to us reader that you possess the key qualifications, experience, skills and capabilities that are being sought for the position. Your responses to the key selection criteria are a vital component of the selection process. It is your first and only opportunity to sell yourself and gain an opportunity of an interview.

To address the selection criteria make sure you read each question thoroughly, highlight the key words stated in each criteria in regards to the qualifications, knowledge, skills, abilities and experience required for the position. Respond to each of the selection criteria separately, and demonstrate how you meet the specific aspects of the criteria. Your responses should provide specific examples to support your claims in meeting each key selection criteria. Provide examples of your previous workplace experience or situation, the task/s performed, the action/s taken and the outcome or result that was achieved.

Selection

Policy

It is our policy to select and recruit the most suitable applicant based on merit relative to agreed position requirements and organisational requirements.

Selection Process

The selection (short listing) of applicants to be interviewed will be based on an assessment of information provided in the Cover letter, Curriculum Vitae and your responses to the key selection criteria. Once shortlisted candidates have been interviewed referee checks will be conducted with at least two of the referees provided (with your prior consent).

Once a decision to appoint a suitable person/s, and an offer has been accepted, all unsuccessful applicants will be notified in writing of the outcome of the selection process.

Lodging your Application

Lodge your application to the person or address provided in the recruitment advertisement

Acknowledgement of your application will be issued within five (5) working days.

Closing Date

The closing time and date are included on the website and advertisement. You need to ensure that your application is completed and submitted before the closing time.