



## APPLYING FOR AN ADVERTISED POSITION

These guidelines are designed to assist you in demonstrating that you are a suitable applicant for the advertised position. Further information about the organisation is available on the web site at <http://www.cywhs.sa.gov.au>

To be appointed, you will need to be suitably qualified and an Australian citizen or permanent resident, or hold a work permit for the duration of the position. A satisfactory Offender History Check is also required.

### PREPARING THE APPLICATION

Your application is the first step towards securing an interview and therefore should be of the highest standard possible.

You should clearly understand that providing false or deliberately misleading information within an application may result in your application being disregarded, or may be grounds for dismissal should you be successful in gaining the position.

#### Useful Hints and Tips:

- If Written Communication is an essential capability, remember that the application represents an ideal "work sample" and panels can be expected to look at the structure and layout for evidence of this capability.
- Carefully check your application for spelling and grammatical errors before submitting. Typing and grammatical errors detract substantially from the impact of a job application and do not create a good first impression.
- Keep your application succinct and relevant. Longer applications are not necessarily better applications.
- The application should be typed and stapled in the top left hand corner and not submitted in plastic or cardboard folders. Ensure that you submit the right amount of copies.
- Have a friend or colleague proof read your application. Ask them to pay attention to whether or not you have effectively addressed each of the criteria listed in the Person Specification.
- Contact the "Enquiries Person" listed in job advertisements if you have any specific questions relating to the position or the agency.

The application consists of three essential components:

- Covering letter
- Response to the selection criteria in the Person Specification
- Resume

#### Covering Letter:

The covering letter may be the first article read by the selection panel and should give a clear indication of the qualities you offer. It should be no longer than a page and clearly summarize your suitability for the position.

The letter should also include:

- Vacancy reference number
- Position title and classification
- Brief summary of your relevant skills, abilities, knowledge and experience

### Response to Selection Criteria:

This is the most important part of your application. The selection criteria in the Person Specification identifies the minimum qualifications, skills, experience and knowledge required for the position. The selection panel will consider you for short-listing based on how well you demonstrate that:

- You meet all the essential requirements of the Person Specification;
- You are competent in carrying out the duties of the position; and
- You sufficiently address the desirable requirements of the Person Specification.

The following is a recommended guide on how to address the selection criteria:

- Use each selection criteria as a separate heading
- Draw from experience gained during work and community involvement to illustrate your ability to meet the selection criteria
- The CARE model can assist you when responding to the selection criteria, in your application or during Interview:

**C**ontext – The situation

**A**ctions – What you did

**R**esults – What was achieved

**E**valuation – Summary of what you learned

- Write no more than half a page for each criteria

### Resume/Curriculum Vitae:

Your resume should provide full personal details (name, address, phone numbers and e-mail address), qualifications, relevant work history, training courses attended and professional memberships plus contact details for three referees.

Relevant work history should commence with the most recent position you have held, and include the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each position.

### Referees:

You need to include the names and contact details of three current referees and state their relationship to you. Referees may be contacted to verify your claims in relation to the selection criteria. Preferably one referee should be your current supervisor or manager, or alternatively a supervisor/manager from a recent previous position may be used.

As a courtesy, you should confirm that your nominated referees are willing to be available. You may choose to provide them with a copy of the Job & Person Specification and also discuss with them their opinion of your merit in relation to the position.

### Formal Qualifications:

Photocopies of your qualification/s or academic record of current studies may be attached to your application. Please do not submit original certificates of your qualifications or academic records.

Where qualifications, registration and/or licences are essential to the position, you will be asked to provide original evidence at your interview.

Overseas qualifications can be assessed to equivalent Australian qualifications by contacting the Overseas Qualification Assessment Service, available on the Immigration SA website (costs incurred will be your responsibility):

[http://www.immigration.sa.gov.au/site/services\\_qualifications.php](http://www.immigration.sa.gov.au/site/services_qualifications.php)

### Late Applications:

Late applications do not have to be considered. If there are extenuating circumstances that prevent you from submitting your application by 5:00 pm on the closing date, ask the Enquiries Officer before the closing date whether a faxed or e-mailed submission is acceptable, or whether an extension may be granted. (Note: this is only for exceptional circumstances.)

### **PREPARING FOR THE INTERVIEW**

The panel will short list applicants for interview as soon as possible after the closing date, based on each applicant's demonstrated ability to meet the criteria. If you are selected for an interview a panel representative will contact you with details of the selection process.

If you are required to prepare a presentation or a response to a scenario, details will be made available prior to the interview. In some cases you may need to undertake a test (eg typing speed and accuracy for an administrative position where typing is a key task).

### **DURING THE INTERVIEW**

The panel will generally consist of at least two members. Interviews will be structured and allocated a designated time. Each applicant will be assessed in the same manner and panellists usually take notes. All interview questions will be based on the selection criteria of the position and you are encouraged to consider some actual situations or tasks that you have been involved in that can demonstrate your capabilities in relation to the selection criteria. You will have the opportunity to ask any questions or add any further relevant information at the end of the process.

You will be asked to provide original evidence of your qualifications, registration and/or licenses where they are an essential requirement of the position. You will also give the Chairperson your Pre-employment Declaration, Pre-employment Health Assessment Questionnaire and Authority to Access Person History Information (Police Check).

### **AFTER THE INTERVIEW**

Referees may be contacted by the selection panel as part of their assessment of the suitability of applicants for the advertised position. Selection will be merit-based and free of discrimination or nepotism. Decisions are based on an assessment of the relative merit of applicants' abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities. Potential for further development could also be considered.

Offender History Checks must be processed for nominated applicants prior to any offer of employment being made. The successful applicant/s will be notified and a commencement date negotiated. Unsuccessful applicants will be advised in writing, with feedback available on request.

**The Children, Youth and Women's Health Service (CYWHS) is an equal opportunity employer and has a smoke-free working environment. Our highly valued staff contribute to a leading role in healthcare for South Australia. Benefits include salary sacrifice, professional development and leadership programs, staff recognition schemes and great staff amenities.**

Thank you for your interest in a position with CYWHS.

**GOOD LUCK WITH YOUR APPLICATION!**