



## How to Apply

Please read this before applying for a position. If you have any questions or want more information about any element of the position, please contact the person nominated in the advertisement.

### The Job

To see if the job is suitable for you, first read the attached job description form (JDF) that details what the responsibilities, duties and requirements of the job are. You should direct your enquiries to the contact person named in the advertisement if you require further information or clarification about the position.

Tip: finding out about the position will assist you in writing a targeted and focused application.

### Application

Applications usually include the following information:

- a current resume, including your contact details and your email address
- a statement addressing the selection criteria
- details of two current and recent referees who are able to provide advice on your past performance, knowledge and skills
- skills and performance applicable to the selection criteria.

### Address the selection criteria

Sometimes this is requested as a covering letter. An address to the selection criteria should provide an overview of your experience, skills and abilities in relation to the position. You must ensure you address the content of the advertisement, the job description (for the position), selection criteria and the organisation's context when preparing your covering letter. If provided with a page limit, it is advisable to ensure your application sits within that range.

A selection panel cannot recommend you for a vacancy if you do not meet all of the essential selection criteria. The essential selection criteria are the minimum skills, qualifications and experience that the employer believes an applicant should have to be able to perform the duties of an advertised vacancy. The desirable selection criteria are the skills, qualifications and experience that would greatly assist an applicant in performing the duties of the advertised vacancy, as well as assist an applicant in being more competitive for a position.

If this is the first time you have applied for a position in the Public Sector, the following points may be of assistance:

- When you read the JDF, take particular note of any specific qualifications, skills and knowledge needed.
- Use your application to make clear how you meet each of the selection criteria and demonstrate why you stand out from other applicants. It is important that you provide sufficient information that will allow the panel to assess your suitability easily. Your statement against the selection criteria should be a cohesive document and is not usually part of your resume.
- Help the selection panel see your skills and experience connect with the position by providing detailed and specific information. The important thing is for the panel to see how you can

**demonstrate** your capacity and suitability for the position. You may find it useful to use a model like the STAR system to support your application, i.e.

- **Situation** – The situation you were in and the problem.
- **Task** – The tasks that had to be achieved to overcome the problem.
- **Action** – The range of skills used to overcome the problem.
- **Results** – The outcome of the action.

Other common models are CAR (Context, Action, Results) and SAO (Situation, Action, Outcome).

## Resume/curriculum vitae (CV)

Before applying for a vacancy, make sure your resume/CV is up to date.

Read the advertisement and accompanying information to gain an understanding of the position and location.

Think about how your skills and knowledge fit with the position.

Contact the person listed in the advertisement with any questions you have about the position.

Outline your qualifications, work history and education to provide valuable information for the members of a selection panel when shortlisting applicants for interview and choosing a successful candidate for a position.

There are many ways to lay-out a resume/CV. Your resume/CV should be formatted to assist a selection panel to easily identify your work situation, tasks performed, action taken, results and achievements.

Your resume/CV should provide information about the following:

### **Name and contact details**

This is so we know who you are and how to contact you – name, email and postal address and contact telephone numbers.

### **Summary (optional)**

A statement about yourself, including your key skills and attributes and career goals

### **Professional Experience**

Start from your most recent position and work backwards.

Include the title of your position, where you worked and start and finish dates.

Include a description of your work experience outlining the tasks undertaken and your key achievements.

This should demonstrate your ability to meet the minimum job responsibilities and core selection criteria for the position.

Tip: Highlighting your achievements can be useful.

### **Education**

List completed tertiary degree/s, diplomas and certificates, including any current studies.

Include the key dates for completion. If you are currently enrolled, give the start date – to present. You may like to include a date for expected completion.

If you enrolled in a course but have not completed it, but have completed a significant portion, and are not currently enrolled, you can choose to list it as incomplete, not enrolled.

### **Professional Associations**

List any relevant professional associations, including the type of membership and the date you joined.

### **Achievements/Activities**

This can include any awards you have received, work you have published or other relevant information.

Activities, additional skills or accomplishments achieved outside of work (including community and leisure interests) which may be relevant to the position.

### **Referees**

You will be asked to provide details of your referees when you apply online. It is optional to include them in your CV.

One of your referees should ideally be a current, or recent, line manager or supervisor. Select referees who know about your relevant skills and abilities.

It is advisable to let your referees know about the position and skills required before nominating them in your application. Confirm with them that they are happy to comment on your behalf in a referee report.

Think carefully about which referee to list first.

### **Closing date and time**

Pay attention to the closing time on the day stated in the advertisement. It is your responsibility to make sure your application is received by the stated closing date and time. All applications must be complete upon submission. No applications will be accepted after the closing date and time.

Remember, you will need to allow for time to upload your application into the system.