

Guidelines For Job Applications



The following information will assist you in preparing your written application and to plan for an interview.

Only those applicants who best demonstrate in their written application their capacity to meet all the work related requirements of the position will be considered for an interview.

Please ensure that your application is received by the date shown in the advertisement as late applications will not be accepted.

If you would like to find out more about the position, please contact the person whose name is included in the advertisement.

Preparing your application

To apply for an advertised position you need to forward the following:

- a statement explaining your skills, abilities and suitability for the position
- a completed application form
- a résumé of your work history and other relevant information (preferably typed)

A current résumé should include:

- relevant personal details
- relevant information about your skills, capacity and work experience, including any training courses you may have attended
- activities you have undertaken outside work which are relevant to the position for which you are applying.

Selection Criteria

In the context of the position, please tell us, in no more than 3 pages, about yourself, your skills, abilities and suitability to supervise and lead young people living in a residential environment.

Referees

You should contact your referees for approval before listing them in your application.

The panel may want to contact a referee not nominated in your application. If this occurs, you will be consulted prior to any contact being made.

Preparing for the interview

All interview questions asked will be job-related. To prepare yourself for the interview questions which may be asked, you should:

- Re-read your application, the Job Description Form (statement of duties).
- Focus on the work related requirements of the position and think of examples of work situations where you have applied relevant skills and abilities.
- Focus on the duties of the position and think about

how you would carry them out. Consider any problems you might encounter and how you would resolve them.

The interview

The selection panel will usually consist of three or more people (men and women).

The Interview Questions

- Take time to think about your answers.
- Answer questions fully without unnecessary, irrelevant details.
- Where possible, relate your answer to relevant experiences you may have had.
- Do not assume that each panel member knows about your suitability for the job even though you may work with them or because you have had previous experience in the position.
- You may ask relevant questions of the panel.

Interviews will be conducted either by telephone or in person.

The decision as to whether an applicant will be interviewed by telephone or in person will be made by the selection panel.

If an applicant is interviewed by telephone, a telephone conference facility will be used so that all members of the selection panel can hear the applicant and ask questions.

Whether you receive a face-to-face interview or a telephone interview, every effort will be made to give you a few days' notice.

You will be advised of any other selection methods to be used in conjunction with the interview.

Selection Decision

At the completion of the selection process all applicants will be notified in writing of the outcome of their application.

All applicants are entitled and encouraged to seek feedback about their application and interview. This may help you with future applications and interviews.

On the basis of a Recruitment, Selection and Appointment Standard being breached, a claimant may apply for a review of selection process.

A screening process will be undertaken by the Department of Education and Training on behalf of the Country High School Hostels Authority for all supervisory, administrative or ancillary staff recommended for appointment. New employees to the Country High School Hostels Authority are also required to complete a Declaration of Good Character form.

In addition all residential college staff must disclose any spent convictions.