

HOW TO APPLY FOR A JOB AT STARTTS

When you apply for a job with STARTTS, it is important that you write a good application. If you don't write it correctly you may not even get an interview - even if you are the best person for the job!

If that happens, you lose out and we lose out.

We offer jobs to people on the basis of merit. The applicant considered to be the most capable of doing the job is selected. To decide this we look at your qualifications, experience, skills, standard of work, and personal qualities relevant to the advertised position. Choosing the best person for the job is part of the Department of Health and STARTTS' policy of Equal Employment Opportunity.

For each position there are **essential criteria**, and also **desirable criteria**. These are stated in the description.

The essential criteria must be met if you are to fulfil the duties and responsibilities of the position. If you do not show how you meet these criteria, your application is unlikely to be considered any further.

The selection panel cannot overlook any of the essential criteria, and it cannot add any new criteria not included in the advertisement.

The desirable criteria will assist you in the job, but you may still be eligible to be selected for an interview if you do not meet these criteria. Even so, if you can demonstrate your abilities or experience in some of these desirable areas, your chances of gaining an interview are improved.

If a large number of applicants meet all the essential criteria, the selection panel will compare all the applications and choose for interview those whose applications best meet the criteria.

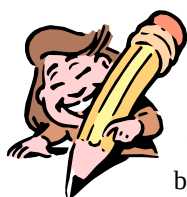
ARE YOU INTERESTED?

You should look at the Employment Section of the STARTTS website for the job description, information about STARTTS and the particular job, the *STARTTS Application for Employment Form*, information such as the closing date, and where to send your application.

This information on the website will give you the name of a contact person you can phone. You should talk to this person to gain more information about the job.

A talk to the contact person may help you decide whether to apply for the job, and aspects of your qualifications and experience you should emphasise in your application. We are also usually happy to have potential applicants visit our premises, provided suitable arrangements are made beforehand.

WRITING THE APPLICATION



This is the important step. What you write and how you answer each of the selection criteria will determine whether you can pass on to the next step - the interview.

Statement setting out how you meet the selection criteria

First you should write a statement setting out how you meet the selection criteria. The best way to set out your statement is to list every criterion as a heading and then explain clearly under each one how you meet it. You may want to write a few paragraphs on each criterion, or to write it in point form.



Use examples where appropriate, and do not assume that we will know you can do something. If the essential criteria state you have to have a driver's licence, tell us that you have a driver's licence.

When you address each criterion, you should also include any relevant formal qualifications and experience.

A common criterion is **communication skills**, for example, "excellent written and oral communication skills".

It is not sufficient just to state that you have excellent communication skills. Describe experience you have or things you do in your current job which show your communication skills. For example, you may wish to demonstrate your skills by describing the kind of letters, reports or documents you have written; whether you have spent a lot of time dealing face to face or on the phone with the general public, clients or other service providers; or whether you have experience in communicating through interpreters, and with people from different linguistic and cultural backgrounds.

Often the essential criteria for a position include a criterion on **Equal Employment Opportunity (EEO) and Human Rights**, for example, “Commitment to Human Rights and EEO.” Again, it is not sufficient merely to state “I am familiar with and strongly committed to the principles of EEO, or Human Rights.”

Try to demonstrate that you meet the criterion. For example, explain how you have expressed your interest and commitment to Human Rights issues and EEO.

Resume / Curriculum Vitae

You should also include a resume, which is also called a curriculum vitae or CV, with your application. This should set out details of your education and employment history.

We would like to know all your educational qualifications and what you have studied, as well as the type of work you have done in the past. In particular you should include the following information in your application regarding your experience relevant to the position.

You should outline your previous positions held, both in Australia and/or overseas including:

- ◆ the name of the organisation where you worked;
- ◆ how long you were in each position;
- ◆ the type of work you did and your main accomplishments and achievements;
- ◆ what your responsibilities were;
- ◆ any areas of specialist knowledge you may have; and
- ◆ where relevant, the kind of technology you used/are familiar with, particularly in terms of computer software.

If you have gained skills, knowledge and/or experience which are relevant to the job but which were gained through voluntary or unpaid work, include them in your application.

You should also provide evidence of any ongoing professional development.

Qualifications

You should include in your CV/resume information about any relevant qualifications or certificates you have, and if you are selected for interview you should bring the original documents or a certified copy to the interview, including academic transcripts if you have them.

If your qualifications are from overseas you should include copies of:

- ◆ all relevant qualifications, with English translations;
- ◆ a statement of Australian equivalence for your qualification, or letter of recognition or result of testing from a recognised assessing, registering and/or licensing body;
- ◆ academic transcripts.

If you do not have translations or statements of equivalence, bring a copy of your original qualifications. If you don't have copies of your qualifications, you may provide a statutory declaration explaining the qualifications you have.

Referees

In your application you should also include the names and phone numbers of at least three referees. Our selection panel might need to contact at least two of them so that they can find out more about you.

It is important that you choose your referees carefully, and give us their phone numbers. At least one of these people should be your current or a recent work supervisor, if possible.

It is equally important that your referees know you are applying for the job. They should have an idea of the selection criteria so they are prepared to answer questions when the selection panel rings them.

It is not necessary to send written references with your application.

Application Form

You should also complete the STARTTS *Application for Employment Form*, which is available on the STARTTS' website, and send it with your application. This is so we can be sure we have all the relevant information we need, and also provides you with information about where to send your application, etc.

Sending Your Application

You should send your application to the address on the information on the website by the due date. If you are not sure about the date or address don't hesitate to phone the contact person. You may send your application by email to the email address nominated, or as a hard copy to the postal address. Please do not fax your application.

THE INTERVIEW

If you are selected for an interview, someone will contact you and tell you when and where the interview will be. Generally, you will be told at least three working days before the interview. You should also receive written confirmation about the interview details by email or letter.

If you need wheelchair access to the interview building or have any other special needs, tell the person who contacts you so that we can make appropriate arrangements.

If you don't live in Sydney, or you cannot physically make it to the interview for a legitimate reason, it may be possible to organise an interview over the phone. Our experience suggests, however, that a face to face interview is usually a better option if at all possible.

You may be asked to bring a portfolio or samples of your previous work to the interview. You may also be asked to do a test or task to demonstrate you have the skills which are required in the job.

In general, you will be interviewed by three to five people. These people are the **selection panel**. They are responsible for choosing someone for the job.

The selection panel will always have at least one male and one female on it. It will have an independent person from outside STARTTS, and at least one of the members will be familiar with the work to be done in the job.

No member of the panel will have a close personal relationship with any other member of the panel, or with any of the applicants.

The selection panel will ask questions related to the job description and the selection criteria. They will want to know how well you could do the job, and what skills and experience you could bring to the position.

If you don't understand a question, ask if they could repeat it or re-phrase the question. If your mind goes blank, ask if you can return to the question later. And if you remember something about an earlier question, come back to it at the end of the interview. An experiential question that requires you to demonstrate your skills in the interview is often part of a STARTTS job interview. Depending on the type of position, this may include a role play, a typing test, a presentation or a hypothetical situation. And remember, the panel knows that this type of question may raise your anxiety, and will try to make it as friendly and positive an experience as possible.

If you find the physical conditions in the interview room too uncomfortable, for example the light from the window is shining in your eyes, tell the selection panel. They will try to fix the problem.

At the end of the interview you will be given the chance to add other information not previously covered in the interview, and ask questions of your own. These questions would show that you are interested in the job and have an understanding of what is required in the job.

Remember, you want to convince the panel that you are the best person for the job.

THE REFEREES

The panel may also want to speak with your referees to get a better picture of you and your work. The panel will usually ask your referees about your past employment and work performance relevant to the selection criteria.

GETTING THE JOB

After the interview, the selection panel will rank you against other candidates and then make a recommendation about who should get the job.

If you are offered the job, you will usually be contacted by phone. This offer will be subject to a satisfactory NSW Criminal Record Check, or, if it is a position which will include working with children, a Working With Children Background Check. We would like to know your decision as quickly as possible. If you accept, we will undertake proceedings to obtain a Criminal Record Check or Working With Children Background Check. When clearance has been received you will be notified and a starting date negotiated. You will also need to provide Certificates of Service

or equivalent so you can be placed on the correct level of the relevant award. A letter will then be sent to you to confirm that you have the job. When that offer is accepted all other candidates will be advised they were unsuccessful.

If we do not offer you the position, but believe that you are suitable for the position, your name will be placed on an eligibility list. Names are placed on this list in order of merit, and may be used if the position becomes vacant again within six months.

The panel may also decide that no-one has met the selection criteria. If this happens the job will be re-advertised and you may need to apply again. Or, the panel may want to interview you and others again

WHAT YOU CAN DO IF YOU'RE UNSUCCESSFUL

You can speak to the convener of the selection panel, who will be able to give you constructive advice on how you went in your application and interview. This discussion may help you prepare better applications in the future, and may help you identify your training and development needs.

Please don't let an unsuccessful attempt discourage you from further applications to STARTTS positions. Many of our current staff applied for more than one position at STARTTS before being selected to join this organisation.

CHECKLIST



DID YOU	☐ look on the STARTTS website for information about the job and STARTTS?
	☐ telephone the contact person for information about the job?
DO YOU	☐ know the closing date and where to send the application?
HAVE YOU INCLUDED	☐ the name and advertisement number of the position you are applying for?
	☐ your name and address?
	☐ a daytime contact telephone number and contact address?
	☐ the names and phone numbers of three referees, preferably including your current supervisor?
HAVE YOU ATTACHED	☐ a STARTTS Application for Employment Form?
<i>If you are sending your application electronically please make sure you include your name in the file name of all documents</i>	☐ a statement explaining how you meet the selection criteria?
	☐ an up to date resume/Curriculum Vitae (CV)?
	☐ a cover letter is optional
HAVE YOU	☐ kept a copy of your application?

GOOD LUCK !!!



STARTTS gratefully acknowledges the TAFE NSW brochure, "How To Apply For a Job in TAFE", upon which this guide is based.