

# GUIDE TO APPLYING FOR A POSITION AT THE GENDER CENTRE

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Thank you for your interest in applying for a position with The Gender Centre. This guide has been established to assist you to prepare your application.

## THE RECRUITMENT & SELECTION PROCESS:

Involves The Gender Centre identifying a vacancy, advertising it, short listing applicants, calling suitable applicants for interview, checking referee reports, conducting criminal record checks and offering appointment to the preferred applicant(s).

## APPLYING FOR THE POSITION:

You are required to apply in writing for the position. Appointments to positions with The Gender Centre are made on the basis of merit. This means that the applicant considered to be the most capable of performing the duties of the position is selected. Choosing the best person for the position is part of The Gender Centre's Equal Employment Opportunity Policy.

Your application must contain:

- your completed Job Application Coversheet;
- your responses to the selection criteria (*see below*); and
- your resume, including referee contact details.

*(Please do not list partners and or family members as contact referees)*

## WRITING YOUR APPLICATION:

You need to write your responses to each of the essential and desirable selection criteria to show the selection committee that you have the right mix of skills, knowledge and experience to do the job. Our suggestion to applicants to ensure that the selection criteria are met adequately is to **make a separate heading** for each selection criterion. For each one, describe in no less than two paragraphs your skills, knowledge and experience and show how they could be used in the job. Emphasise your major achievements.

### **Key Words in Selection Criteria and their meaning:**

***Demonstrated knowledge:*** you need to give examples that prove you have this area of knowledge.

***Ability to:*** you do not need to have completed this kind of work before, but your skills, knowledge and experience must show that you are capable of doing the work. Describe things you have done which prove you could do this kind of work.

***Experience in:*** you have to show when and how you have done this work before. Give examples.

***Effective, Proven, Highly Developed, Superior:*** These ask you to show your level of achievement. Give as much detail as you can, using examples of your achievements to show your skills, knowledge and experience.

The Gender Centre requires all employees to have an awareness of the principles and practices related to Equal Employment Opportunity (EEO), Occupational Health and Safety (OH&S), Ethnic Affairs & Cultural Diversity and Appropriate Conduct (Ethical Practice) relevant to each job. You should ensure that you address these aspects as part of your response to the selection criteria.

## **APPLICATION & RESUME:**

You need to complete the Job Application coversheet. You also need to complete a resume which is clear, concise, up to date and includes: any qualifications, professional registration & affiliations, employment history and the name, address and contact numbers of two referees. Personal information such as marital status, number of dependants, etc are not relevant to the requirements of the position and need not be included in your resume. If you are intending to apply for more than one advertised position, please submit a separate application for each position.