



Thank you for your interest in applying for a position with Community Accessibility. These guidelines have been developed to assist you in preparing your application.

Applying for a position

You need to apply in writing for all advertised vacancies, your application will be used to decide whether you will be interviewed a good application shows why you are the best person for the job and how your skills, knowledge and experience meet the selection criteria.

Your application must contain the following minimum requirements:

- Cover Letter
- Your response to the Selection Criteria
- Your CV or Resume. (including names of two referees)

Before preparing your application, you should take the following steps:

- Read the job description
- Telephone the contact person to gain more in depth information about the position and ask them any questions you may have, to clarify your understanding of the role
- Obtain as much additional information about the position as you can you might consider talking to people in similar positions and read any relevant information such as annual reports, strategic plans, etc.

Writing your application

You need to write your responses to the 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 adequately addressed, is to make a separate heading for each selection criteria. For each one describe your skills, knowledge and experience and show how they could be used in the advertised position. Emphasize your major achievements. Use positive language in talking about yourself, for example, “My success in my current role demonstrates my ability to undertake every aspect of this work, especially.....”

Community Accessibility requires all employees to have an awareness of the principles and practices related to Equal Employment Opportunity (EEO), Occupational Health and Safety (OH&S) and Quality Improvement



EEO

Community Accessibility believes that equality in employment is a fundamental right for all people. EEO principles ensure that people are not discriminated against and have equal access to conditions of employment, training and development, promotional opportunities and evaluation of performance. The outcome of good EEO practice is a diverse and skilled workforce, improved employment access and a workplace culture displaying fair practices and behaviours.

Quality Improvement

Community Accessibility is committed to ensuring all its services are continually improving and meeting our customers' requirements and expectations, external standards and legislated requirements. To this end Community Accessibility uses best practice, benchmarking, internal review, feedback mechanisms and external accreditation programs to review and improve service delivery and outcomes. Each employee is expected and encouraged to participate in quality improvement activities and to review their own work practices regularly.

OH&S

Community Accessibility is committed to safe work practices and environments and regularly reviews facilities and practices to minimise risk. Employees have a legislative requirement to ensure their work is carried out safely. Community Accessibility is also committed to assisting with the prompt return to work of injured workers.

Procedure for selection of applicant

The selection process will be undertaken by a panel that has been convened to ensure it has the necessary expertise to make a sound recommendation, in a fair and impartial way. The panel will usually consist of three members, however there may be occasions when additional members may be required.

The most suitable applicants, short listed from their written application, will be called for interview. The purpose of the interview is to provide the applicant with the opportunity to expand on information presented in their application and to enable the panel to gather further information for the assessment process.

The body of the interview will be structured so that each interviewee is asked the same series of questions based upon the selection criteria.

At the interview you will be given the opportunity to ask questions about the position. At this stage you may also present information to the panel which you feel assists your application.



The selection panel has the right to seek information, additional to that already supplied, in order to make an objective decision and to safeguard their service from the employment of those who may have a record of unsatisfactory performance.

Feedback will be available to all unsuccessful applicants regarding their application or interview performance upon request.

Working with children checks and National Police Check

In accordance with current legislation, Community Accessibility requires all new employees, transferring employees and volunteers to have up-to-date 'Working with Children Certification'. A Police Check will be carried by Community Accessibility.

Lodgment of application

Late applications are not normally considered, so please ensure that your application reaches the HR Officer by the closing date.

Applications will be received as per job advertisement: By post or hand delivered to 102 Hume St, Wodonga or by email to accounts@gettingthere.net.au

Please note Electronic resumes will only be accepted in Microsoft word (2003 or earlier) or Adobe Acrobat format

Applicant checklist

Have you:

- Read the job description and the selection criteria
- Researched the position thoroughly
- Addressed the selection criteria
- Prepared original supporting documentation and evidence of your identification to bring to interview
- Dispatched your application to ensure it will arrive prior to the closing date
- Ensured your application is presented in a clear and concise manner. –
Do Not Use folders or binders
- Ensure you retain the advertisement, job description and the general application guidelines information for future reference in relation to your application