

Addressing Selection Criteria

Please read this information carefully, as it will help you with the preparation of your employment application.

All recruitment and selection decisions are based on merit. That means the best qualified person in terms of skills, knowledge, qualifications and relevant experience is selected for the position.

Selection is based on the assessment of each applicant in relation to the selection criteria identified in the position description for the advertised vacancy. The position description is contained in the information kit.

The selection criteria outlines the qualifications, knowledge, skills and abilities required to successfully undertake the job.

Each statement should adequately demonstrate how you meet the criteria.

Provide complete and relevant information. **Do not simply state that you meet the requirements of the selection criteria.** Give examples which demonstrate how you meet each criterion.

Applicants are normally expected to meet all 'essential' experience, skills and qualities, and qualifications set down in the selection criteria for the position, and, ideally, the 'desirable' criteria components. However, the potential to develop within the position may also be considered in assessing a candidate's suitability.

Your resume should provide details of your educational, qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

Your application should consist of the following:

- **Vacancy Cover Sheet**
- **Cover Letter**
- **Current Resume**
- **Statements addressing the selection criteria**

Applications should be received by the closing time and date stated in the vacancy advertisement. Late applications may not be considered.

