



Guidelines for Applicants

Before Applying

Before applying for the advertised position you need to read the Job Ad carefully and assess whether you meet all of the stated selection criteria.

The Selection Criteria

The Selection Criteria are the basis of the job advertisement. It details the knowledge, skills, abilities and experience that are required for the position.

Addressing the Selection Criteria

You must provide a response to **ALL** the selection criteria by addressing each point separately. If you are unable to address any of the points please write "no experience" or something to this effect but do not leave it blank. **The Selection Criteria is the most important part of the job application** and will determine whether or not you will get an interview. It is your claim for the position and allows you to demonstrate that you have the required skills and knowledge for the job. **Please note: Failure to address each selection criterion individually, point by point on a separate document, will render your application invalid and no further contact will be made.**

What to include with your Application

You must attach the following 2 documents in order for your Application to be considered:

1. Completed Job Application form – be sure to answer all the questions. Please note, we do not require your Resume' at this stage.

If your application is shortlisted we will ask you to provide us with a current copy of your Resume', detailing your qualifications, year achieved and name of educational institution. Your employment history should clearly outlined in chronological order starting with the most recent employer, dates of employment, position title and a description of the duties. You can list voluntary work under a separate heading and any work placements related to your studies should also be clearly identified as Work Placements.

Your Resume should also include the names and positions of two current or recent referees. One of the referees should be your present or most recent manager or direct supervisor. Make sure to include your referees' daytime telephone number and email address. Please be sure to let them know about your Application, so they can expect a call from us if you are successful in gaining the position.

2.A Statement of Selection Criteria

This is the most important part of your Application. Each response should be completed as fully as possible and where appropriate you should provide examples. Your responses allow us to assess your suitability for the position, so it is important that you do not skip any questions and that you answer each question. Where you are unable to provide an answer, you can say something like "no experience in this area."

Where to send your application:

Email to: eo@gacc.org.au

Please direct any telephone enquiries to:

The person specified in the Job Ad on the number provided. Please call between the hours specified in the ad or during business hours. If you leave a voice mail make sure you leave your full name and a contact number and the best time to reach you.

Shortlisting

After the closing date, the selection panel meets to review all applications received and assess information provided against the stated selection criteria. A score will be used on a culling grid ranging from 0-10 points for each question. A short list will be created for applicants with the highest scores and these applicants will be offered an interview. Any information that is included in another part of your application and is not included in the selection criteria will not be considered.

We will endeavour to contact all applicants at the end of the recruitment process, however If you have not heard from us within two weeks of the closing date, please feel free to call the contact person to enquire about the status of your application.

Greenacre Area Community Centre is an Equal Employment Opportunity employer.

The Greenacre Area Community Centre is a smoke free zone.

The Interview

The Greenacre Area Community Centre appoints people based on merit. That is, the person deemed to be the most competent to undertake the duties of the position will be selected.

If you are invited to an interview, you can expect to be asked questions based on the selection criteria. However, it is advisable to make an effort to find out as much as you can about our organisation and the role you have applied for. You can visit our website at www.gacc.org.au or call the Centre and speak with the contact person. This shows that you have initiative and that you have prepared well for the interview and could give you the edge over another equally qualified and experienced applicant who has not shown the same level of initiative.

If you are unable to attend the interview face to face please discuss this with the contact person when you are offered the interview so alternative arrangements can be made for you to attend an on line interview.

If you are attending an on line interview, you are expected to present yourself in an office like setting and have your technology working with sound and vision.

Please note we will not conduct an interview while you are sitting in your car or while you are eating or drinking or if you are driving.

Conditions of Employment

All appointments are subject to a three- month probationary period.

Conditions of employment are as defined in the Social and Community Services (State) Award and the SCHCADS Award 2010.

All new employees must agree to a Working with Children's Check and agree to abide by the Centre's Staff Code of Conduct and WH&S policy.