

## Preparing an Application for a Position with TasCAHRD

### General Considerations

Think of the people who will be spending time reading your application. Make it easy and enjoyable for them. They often have to read a lot of applications and you want yours to stand out and impress.

Have your application typed (or neatly handwritten). Make sure your application is easy to read using size 11-12 size font.

The interview panel will be made up of three people. **Please provide 3 copies of your written application and curriculum vitae.**

### Addressing the Selection Criteria (Essential and Desirable)

This is the most important aspect of your application as these are the crucial qualities, skills, knowledge and attributes we are looking for in the successful applicant. The selection criteria are located at the end of the Position Description provided to you.

It is important to write out each of the Selection Criteria in full with your responses underneath, this greatly assists the reader, and remember, yours could be one of many. **Your application will not be considered if you do not address the selection criteria individually.**

To demonstrate your understanding of an issue, you may draw on many different work and life experiences to respond to the selection criteria. These may include:

- ❖ Voluntary work (e.g. Boards of Management, committees, campaigns, Meals on Wheels, coaching a school sports team etc)
- ❖ Paid employment (past and current)
- ❖ Student placements and work experience
- ❖ Involvement in your own/family business
- ❖ Studies undertaken

Focus on your **relevant skills and experience** and include examples to demonstrate these. Write about how you meet the Selection Criteria by describing your experiences and the skills you used - that is, *what* you did and *how* you did it.

## Resume or Curriculum Vitae (CV)

- Always include an up-to-date resume with your application, which must include the following details:
- Your name
- Your postal address
- Other methods of contact (phone, e-mail)
- A time line of your education and employment history beginning with the most current (including voluntary/community work)
- A list of your qualifications (copies may be requested)
- Contact details for two referees (one of whom should be your current or most recent employer if possible)

## Referees

Along with your written application and CV you must provide contact details of two referees (minimum). Referees will be contacted later in the recruitment process and asked to addressing questions relevant to the selection criteria for the position.

Referees should be able to support the claims you have made in your application.

Your referees should include your current or most recent employer wherever possible.

## In Summary

Remember, the **really impressive** job application is the one that:

- Is clearly and neatly written and laid out
- Is succinct and to the point without a lot of extraneous and irrelevant material
- Has the selection criteria written in full and answered clearly.

In applying for a position with TasCAHRD please provide the following by close of business on the date the application is due:

- Written application addressing the Selection Criteria
- Curriculum Vitae
- Contact details for at least 2 referees

**Good luck with your application.**