

## **Guidelines for Job Applicants**

The following information will help you prepare your application so please read it carefully in addition to the details supplied in the job description and the advertisement.

### **Preparing Your Application**

The purpose of submitting an application for any position is to demonstrate your ability to meet the essential requirements of the job and gain selection for an interview.

The advertisement and position description will describe the key purpose of the position and the skills required to effectively perform in that role. To prepare an effective application, you should therefore have a clear idea about what is required of the job and whether you have the qualifications, skills and experience to succeed in the role.

*Your application should consist of three things:*

1. A covering letter clearly addressing how you meet each of the selection criteria. It may be useful to include examples of how your past experience or qualifications assist you in demonstrating your abilities in these key areas.
2. A resume outlining your work experience, a summary of educational background and any professional development, and your daytime telephone number. You may supply the names of referees who are able to comment on your work performance at the time of application or, if you are successful in gaining an interview, you may supply these names at that time.
3. Completed Application form.

### **Further Information**

If you require further information about the position, please contact:

Liam Rice, Contracts Manager at the ODGP office in Bourke on 02 6872 4777 during business hours.

### **Lodgement of Application**

Applications should be addressed to the ODGP General Manager, marked 'confidential' and sent by post to PO Box 10, Bourke NSW 2840, emailed to [liam.rice@outbackdivision.org.au](mailto:liam.rice@outbackdivision.org.au) or hand-delivered to the ODGP Office 28 Oxley Street Bourke by: **5pm Friday 29 June 2018**. Late applications may not be accepted.

### **Assessment of Applications**

Following the closing date, all applications will be passed to the selection committee and a shortlist of applicants for interview will be agreed. The selection process at the ODGP is based on a merit selection procedure. The shortlisting of candidates for interview is based on written applications only and will only include candidates who meet the selection requirements at the highest level.

### **Interviews**

Shortlisted applicants will be contacted by telephone and interview times agreed. This usually happens within 2 weeks of the closing date. If you are not successful in gaining an interview,

*Address: 28 Oxley Street, PO Box 10, Bourke NSW 2840. Phone: 02 6872 4777, Fax: 02 6872 4888*

*Covering the towns Bourke, Brewarrina, Walgett, Lightning Ridge, Cobar, Goodooga, Collarenebri and villages of Opal Fields & Grawin, Enngonia, Weilmoringle, Louth, Nymagee, Angledool, Wanaaring & Tilpa*

you will **not** be notified until interviews are completed and a decision has been made. At this time, all unsuccessful applicants will be notified either in writing or via telephone.

## **Selection**

All shortlisted applicants will be asked a similar set of questions, which are derived from the selection criteria. Selection of the successful applicant is based on the written application, responses to questions at interview and referee reports. The successful applicant will then be offered the position and a commencing remuneration rate will be negotiated. Original documents or certified copies of your qualifications and certificates must be provided at interview.

## **Workplace Diversity, Equal Employment Opportunity**

The ODGP is an equal opportunity employer committed to the principles of cultural diversity under the *Fair Work Act 2009 (Cth.)*. There are four principles of cultural diversity, which are:

- All individuals should have the greatest possible opportunity to contribute to, and participate in, all aspects of public life.
- All individuals and public institutions should respect and accommodate the culture, language and religion of others within an Australian legal and institutional framework where English is the primary language.
- All individuals should have the greatest possible opportunity to make use of and participate in relevant activities and programs provided or administered by the ODGP.
- The ODGP recognises the linguistic and cultural assets in the population of western NSW.

This is as established by Section 3 of the Ethnic Affairs Commission Act 1979 and it is expected that all employees of the ODGP understand the principles of cultural diversity.

Equal Employment Opportunity exists when selection is based on merit regardless of gender, marital status, race, disability, sexual preference or age. The ODGP adheres to this principle and it is expected that all employees have an understanding of this as a code of practice to be upheld.

## **Checklist**

- ☐ Read the Position Description
- ☐ Assessed your skills against the selection criteria.
- ☐ Included a covering letter outlining how you meet each of the selection criteria as listed in the advertisement and job description.
- ☐ Attached a current copy of your resume with your daytime telephone number(s).
- ☐ Include completed Application Form