



GUIDE TO PREPARING YOUR APPLICATION FOR EMPLOYMENT AT CARERS ACT

To complete your application, in addition to reading this guide, you will also need to download the following documents (which should both be available on www.carersact.asn.au):

- Position Description for the position you are applying for
- Carers ACT Privacy policy

Addressing the Selection Criteria:

It is very important that you address each of the individual Selection Criteria in your application as they are based on the tasks and essential criteria for the position. Your application will be assessed on your responses to the selection criteria and presentation along with other experience/qualifications.

You may wish to attach copies of other information to assist your application. ***Please do not send originals or folders.***

CV/Employment History:

Please also include your up-to-date CV including two referees and relevant contact details.

Submitting your Application:

You may submit your application via email or post a hard copy to be received by the due date. Acknowledgement of receipt of your application will be provided within one week after the closing date. Applications should include:

- A cover letter stating your intention to apply for the position
- CV/Employment History
- Responses to Selection Criteria

Late applications will not be accepted.

Emailed applications should be in MS Word format and forwarded with the email subject message reading: **“Confidential – CACT Job Application”** to:

hr@carersact.asn.au

Applications may also be posted in hard copy to:

**HR Manager Carers ACT
Belconnen Churches Centre
54 Benjamin Way
BELCONNEN ACT 2617**

Applicant Contact Details:

You must clearly indicate a daytime telephone number to verify your claims against the Selection Criteria.

Referees:

Please supply the names and contact telephone numbers of two current and relevant referees who may be asked to verify the information provided in your application and interview.

Further Information:

If you would like further information on this position please contact the HR Manager on 6296 9900 who will direct you to the relevant Manager for the position. Applicants may also wish to access the Carers ACT website www.carersact.asn.au to gain information about Carers ACT.

Interviews:

Applicants selected for an interview will normally be contacted within a fortnight of the closing date for applications.

Should you be invited to attend an interview, you may be asked for supporting evidence of your skills, or to undertake a test of your abilities relevant to the advertised position.

Selection Process:

In the selection process these factors will be taken in to consideration:

- The presentation and content of your written application
- Your responses to the selection criteria
- Relevant experience
- Your work record of achievement in positions with similar criteria
- Your referees reports
- An understanding of working in the community sector with and for Carers
- Qualities that indicate suitability to the position

Police Check and Probationary Period:

All Carers ACT employees are required to agree to a National Criminal History Record Check with the Australian Federal Police. A consent form is required to be completed by new appointees either prior to or upon appointment of the position.

A three month probationary period will apply to this position during which the appointee's suitability will be assessed.