

Advice for Applicants



Thank you for your interest in applying for a position with GV Health. Please read the following information before submitting your application.

Applications are required to be submitted on-line via our website www.gvhealth.org.au

PREPARING YOUR WRITTEN APPLICATION

Your application needs to be clear and concise as it is the first step in demonstrating your relevant knowledge, skills, qualifications and experience to the selection panel. All applications will be considered based on the mandatory and desirable key selection criteria of the position. The selection panel reviews all written applications and short listing for interview is based upon statements addressing the key selection criteria. Many applicants do not proceed past this first stage of assessment because they failed to provide sufficient information in their applications.

Your application should provide information that demonstrates the following:

- Your knowledge and skills against each of the key selection criteria citing relevant examples.
- Your experience and qualifications and/or your ability to develop the skills required.

Covering Letter

It is recommended that you include a short covering letter introducing yourself, outlining why you are applying for the position and why you believe you are a suitable applicant.

Key Selection Criteria (should be in a separate document to the application letter)

The key selection criteria indicates the *minimum* level of knowledge and skills that applicants require in order to satisfactorily perform the duties of the position. You must address each criterion as listed, citing relevant examples on how you believe you meet or have the potential to meet the requirements.

Applicants are rated against the criteria in order to select the most meritorious applicant.

Current Resume/Curriculum Vitae

A resume is a history of your employment and work experience and should cover the following areas:

- Your employment history in chronological order, starting with your current employment.
- Details of the positions that you have held, including employment dates, capacity in which you were employed (e.g. full-time, part-time, casual), where you were employed and a brief outline of the main duties and responsibilities.
- Your educational qualifications. This should include the title of your qualification, the year awarded and the title of the institution attended. Copies of your academic qualifications should also be attached. Information regarding training courses or developmental programs that you have attended should also be included.

HOW DO I ADDRESS THE KEY SELECTION CRITERIA?

The following is a guide to assist you in answering the key selection criteria:

- Read the key selection criteria carefully and identify the major factors in each statement.
- Determine how you meet each criterion.
- When making a statement on how you meet the criteria, give relevant examples that detail how you were involved in a process, or how you applied a relevant skill or ability. In providing evidence or support of your achievements, explain how you were successful and what impact you made.
- Check that you have addressed the major factors.
- It is not sufficient to simply state that you meet the criteria without explaining how.

EXAMPLE

Demonstrated knowledge and competency in Microsoft applications including Word, Excel, Outlook and Internet Explorer

You need to explain your experience in using Microsoft applications, any training you have had, types of tasks you may have completed using these applications and any other information you feel is important for the selection panel to know in regards to your skills and knowledge in this area.

TIPS

- As a guide, the more senior the role, the more complex the selection criteria and the more detailed and extensive your response should be.