

We welcome your application to join our organisation. To assist you in submitting the very best application you can we have developed the following guide and encourage you to read this prior to preparing your documentation.

All applications submitted for review to Joblink Plus will be treated in strictest confidence.

Application Process

For your application to be considered you must follow the below format when applying for employment with Joblink Plus:

1. Download the Position Description (which details the Selection Criteria)
2. Prepare a response for each Selection Criteria
3. Prepare a Cover Letter and review your Resume and be ready to attach all these documents at the end of the online application form.
4. Complete and submit the online application form, indicating position applied for. You will be asked to provide the contact details of three recent, relevant referees (*see note below*).

Applications *MUST* be received by 5pm on the date specified in the job advertisement.

Applications will only be accepted via our website

If you are applying for more than one position, please submit a separate application for each position.

Note on Referees

It is important you choose your referees carefully. At least one of your referees should be a recent work supervisor. It is equally important that your referees know that you are applying for the job.

The selection committee will contact your referees to obtain details of your performance and will seek information related to the selection criteria. Comments related to your demonstrated ability or potential to fulfil the selection criteria may also be sought from your nominated referees.

Referees will be required to confine their comments to their direct knowledge of you. It is therefore important that you nominate referees who are able to discuss your suitability in relation to the selection criteria.

Consider providing them with a copy of the position description so that they are prepared to provide relevant information to the selection committee.

You are not required to provide written referee reports.

Acknowledgement of Applications

An automatically generated email reply will be forwarded for all applications received via this process. If you don't receive a reply, you are encouraged to contact our HR department on 1800 695 625.

Interviews

The most suitable applicants (short listed from their written application) selected for an interview will be contacted by telephone to arrange an interview at a mutually agreeable time.

The purpose of the interview is to provide the applicant with the opportunity to expand on information presented in their application and to enable the selection committee to gather further information for the assessment process.

At the interview, you will be given the opportunity to ask questions about the position. At this stage you may also present information to the committee, which you feel assists your application.

If you are offered an interview and you have special needs (for example, wheelchair access to the building, interpreter for hearing impaired persons) you should inform the person who contacts you.

Interviews are generally conducted face to face, however, in exceptional circumstances, telephone interviews may be conducted.

Successful Applicants

Successful applicants will be contacted within a week of the interview and verbally offered the position. A formal letter of offer will then be forwarded to the successful applicant.

Federal Police & Child Protection Checks

All applications must be willing to undergo an Australian Federal Police National Police Check and NSW child Protection Check as a core requirement of working with the organisation.

All offers of employment and ongoing employment is subject to these checks.

Unsuccessful Applicants

All unsuccessful applicants will be contacted via email or post.

A Guide to Addressing the Selection Criteria

You need to outline your claims against the selection criteria to show the selection committee that you have the right mix of skills, knowledge and experience to do the job.

Make a separate heading for each selection criterion. For each one, describe your skills, knowledge and experience that pertain to that criterion and show how they could be used in the job.

Emphasise your major achievements. Use positive language in talking about yourself, for example “my success in my current role demonstrates my ability to do every aspect of this work, especially”

Key words in selection criteria:

Demonstrated: This requires you to have put this knowledge or skill into practice and provide examples that show you have applied this area of knowledge to current or previous work situations

Ability to...: This requires you to provide examples that you hold the knowledge of this criterion, but may not have applied it into your current or previous role.

Equal Employment Opportunity

Joblink Plus Ltd requires all employees to have an awareness of the principles and practices related to Equal Employment Opportunity (EEO), Ethical Practices, Ethnic Affairs Priorities Statements (EAPS) and Occupational Health, Safety (OH&S) relevant to the position.