

Application Guide

What you need to provide with your application

Your covering letter should include:

- The title and reference number of the position you are applying for.
- Your full name, address and day time contact number.
- A statement addressing the selection criteria set out on the last page in the Position Description (if required).

Your resume should include:

- Relevant work experience (including a brief summary of achievements and responsibilities).
- Your education and training achievements, including any education currently being undertaken, and professional memberships held.
- Names and contact numbers of two current professional referees (wherever possible, one should be a current or most recent manager/supervisor and should have knowledge of your work experience).
- Any other information that you feel is relevant to your application.

Submitting your application

All applications must be submitted online via our e-Recruit system. Before starting your application online please ensure that you have your Cover Letter and Resume ready to upload (these files must be in Microsoft Word or Adobe Acrobat (pdf). The filenames must only contain the letters A-Z or numbers 0-9 and be less than 200kb in file size).

In the event that you are unable to submit your application online, you will need to telephone Recruitment Services for assistance.

Applications close at 11.45pm on the advertised closing date.

Short listing

The selection panel assesses all applications against the selection criteria for the position, and will shortlist for interview or assessment centre based on those who best meet the criteria.

Interview

If you are selected for an interview, you will be contacted as soon as possible after the advertised closing date. You will be advised of the interview date, time, panel members and venue. You are required to provide 100 points of Identification at interview. For certain positions a short assessment may be conducted prior to commencing your face to face interview. You will be notified at the time of scheduling your interview if this is required.

Assessment Centre

If you are selected for an Assessment Centre, you will be contacted as soon as possible. You will be advised of the Assessment Centre date and location. Assessment Centre's are a fun way to assess in a group setting applicant's suitability for employment. Activities focus on assessing the applicant's alignment to the Brightwater Spirit, ability to work as part of a team, communication and interpersonal skills, literacy and technical competency's.

Pre-employment checks may include

- Reference Check
- A Criminal Record Check
- A Medical Assessment
- A NDIS Worker Screening Check
- Working with Children Check
- An Australian Work Eligibility Check
- Sighting and/or certified copy of Qualifications
- Sighting and/or certified copy of Photo Identification
- Assessment Tests (including Numeracy and Literacy)

Notification

- Once a decision has been made, the successful applicant will be offered the position verbally and in writing.
- After the successful applicant has accepted the offer, interviewed applicants will be notified of the outcome of their application by telephone.
- All other unsuccessful applicants will be notified via email (Please note that 'free' email accounts e.g.: hotmail/yahoo/gmail may automatically filter emails into your junk/spam box – please ensure that you check these folders).