

## Notes on applying for a position advertised by Trans

The following information has been extracted from the Trans document "**Registration Information**" issued to persons wishing to register on the Trans recruitment database. Trans maintains a pool of appropriate personnel from which employers can choose as a "first stop" whenever a request to fill a position is made. On this occasion the employer has requested Trans to advertise on its behalf and assist in the formulation of a short-list. The job description and community brief has been composed in consultation with, and approved by, the employer. The final decision on who is or is not interviewed and/or employed rests with the employer, not with Trans. Experience has proven that many applications are overlooked in the initial selection phase as a result of the provision of inadequate information. The following information should be included in your application and CV (resume).

### *C* **Addressing The Selection Criteria**

Remember that these are the criteria upon which short-listed applicants will be determined. The most common reason applications are disregarded early in the selection process is that they did not address the selection criteria. You must indicate how you can meet these criteria - a short paragraph is all that is required.

### *C* **Employment Experience / History**

This includes:

- The name and location of the employer
- The period of employment (month, year)
- The title of the position held and a list of the responsibilities and duties associated with the engagement.
- Any relevant training experience

### *C* **Tertiary And/Or Further Education (if applicable)**

Include the title of the degree/diploma/certificate, the dates when the study was undertaken, the name of the institution and its location. Copies of qualifications may be included (they will be required if you are successful in gaining an interview).

### *C* **Licences, Permits And Memberships**

Detail any licences, permits or memberships held you feel could be relevant to the position. Always include drivers licence classification and the state or territory of issue.

### *C* **Administration Skills**

List any pertinent software and administrative skills.

### *C* **Referees**

A minimum of three contactable employer referees are required and they will be checked if you are short-listed. As such, please ensure that the contact details of any referees are correct and up-to-date. If you have been employed with an Aboriginal organisation before you must provide the contact details of the employer or the funding body for the position in which you were employed. If there is some difficulty in obtaining this information, please contact this office to make alternative arrangements.

### *C* **Presentation**

Your application, once received, will be copied a minimum of two times, then distributed amongst the parties involved in the selection process. For these reasons **please do not bind your application and do not include copies of written references** unless requested to do so. Copies of qualifications, however, should be included where relevant (for example, trades, local government or accounting).

### *C* **Not Sure About The Job?**

If, after reading the job description, you are uncertain about your suitability to the position, you are welcome to contact the Trans office to discuss the matter further. The majority of positions handled by Trans are not advertised and you may be eligible for registration on the Trans database. Trans is always interested to hear from persons wishing to consolidate their skills and interests in community development within remote Aboriginal environments.

### *C* **Criminal History Checks**

Most employers require Criminal History Checks to be carried out on short-listed applicants to positions where any financial responsibilities are, or could be, inclusive within the boundaries of the position. You should be aware of this prior to lodging an application.