



Applying for a Job with Screen Australia

Screen Australia supports workplace diversity.

Screen Australia values your interest in advertised positions. This guide has been compiled to assist you in applying for jobs with Screen Australia and to give you an understanding of the selection process that will be used. Please read this guideline carefully before submitting your application.

Eligibility to Apply

All Australian Public Service (APS) vacancies notified in the Commonwealth of Australia Gazette are open to all Australian citizens unless specifically identified as open only to existing ongoing employees of the APS. There are certain other groups who also have access to these restricted vacancies as noted in the *General Information* section preceding the vacancies section of the Gazette. Some vacancies may have mandatory qualifications or specific eligibility requirements, which are advised on the selection documentation.

To be eligible for engagement as an ongoing or non-ongoing APS employee, applicants **must** be Australian citizens. However, this requirement may be waived where it is deemed appropriate. All engagements as ongoing employees and some longer engagements as non-ongoing employees will be subject to satisfactory completion of a probationary period. During the probationary period all the following criteria must be satisfactorily assessed:

- Qualifications;
- Performance;
- Conduct; and
- Suitability.

Prior Receipt of Redundancy Benefit

If you have received a redundancy benefit from an APS agency and will still be within the redundancy benefit period at the proposed date of engagement, Screen Australia cannot offer you employment as an Australian Public Servant without prior approval from both the APS Commissioner and the Agency Head.

Preparing your Application

It is your responsibility to demonstrate that you are able to satisfy the requirements of the advertised job. As your application will benefit from the time spent on basic research and planning, we recommend that you carefully read the Selection Criteria and Job Profile. If you have any questions telephone the nominated Contact Officer.

We encourage you to conduct additional research about Screen Australia on our website at <http://www.screenaustralia.gov.au>.

Once you have completed your initial research, you should know whether you could satisfy each of the selection criteria to the standard appropriate to the classification of the job.

Presenting your application

Presentation and clarity are important. Remember that you will be competing with other applicants, all keen to press their case in the best possible way. The general preference is for applications to be typed but may be neatly handwritten if typing is not possible. The application should include:

- Completed personal particulars form (available on our website);
- A curriculum vitae or resumé outlining qualifications and employment history;
- A statement of claims against each of the selection criteria;
- Details of at least two referees (refer below).

Statement of claims addressing the selection criteria

This is the most important part of your application. It should be comprehensive and concise. Under each selection criterion you should outline your relevant skills and abilities and cite specific examples of your work performance, qualifications, or other relevant experience.

Your focus should be based on quality not quantity.

If you have many examples for any particular criterion, choose your most recent ones.

If any selection criterion is not addressed, or insufficiently addressed, your application may not receive any further consideration.

Referees

When submitting your application, you should provide the name, location and daytime contact numbers of at least two referees who can provide comments on your work performance against the selection criteria.

If a referee is unable to provide comments on your work performance against the selection criteria, the reference can still be of value. It is preferable that you nominate your current supervisor as one of your referees, although we do recognise that this is not always appropriate or possible.

If your application has been shortlisted for further consideration, your referees may be contacted. If written referee reports are required the Contact Officer will ask you to supply them. If verbal referee reports are required, the Contact Officer will check with you to ensure that the referees nominated in your application are still current and that they are available.

Submitting a job application

It is preferred that job applications are submitted by email, clearly indicating the Job Title and any identifying reference number from the advertisement to: recruitment@screenaustralia.gov.au

Alternatively, applications can be mailed to:

The Recruitment Officer

Human Resources Unit

Screen Australia

GPO Box 3984

SYDNEY NSW 2001

Applications will **not** be acknowledged on receipt. Only shortlisted applicants will be contacted regarding the next phase in the selection process.

To those applicants who are not short-listed, we extend our thanks for considering Screen Australia as a potential employer. Unsuccessful applicant letters will not be issued.

It is important that your application is received by close of business (5pm) on the nominated closing date, as selection committees are not obliged to accept late applications.

Availability for interview

You will be contacted by telephone if you are to be offered an interview. You should be available for an interview from the advertised closing date for applications. A minimum of two days notice for an interview will usually be given to shortlisted applicants.

After the interview

You may request verbal feedback from the selection committee regarding your interview performance. All applicants that have been interviewed will be advised of the selection process outcome by telephone.

Inquiries

Any inquiries regarding the vacancy, the work areas or Screen Australia generally, should be directed to the nominated Contact Officer. You may also contact the Recruitment Officer on (02) 8113 5976 for advice or assistance. As the person you are calling may be handling a volume of inquiries for several positions at the same time, it is important that you indicate the reference number from the advertisement and the title of the position that you are interested in.