

*Dear Applicant*

Thank you for your enquiry regarding the advertised position.

The following information will help you with the expectations of the Selection Panel regarding the format and content of your application. Please note that your application for the advertised position should include the following points.

### **APPLICATIONS FOR ADVERTISED VACANCY**

Provide all particulars and other information requested in the advertisement.

State all relevant qualifications, particularly those that are appropriate for the job.

You may also provide details of your major area of study and membership of any relevant professional bodies.

Nominate three referees in your application, one of whom should be a current supervisor. All referees should be able to provide information on your work performance. Confirm that they will act as a referee for you before nomination. If you are unable to nominate your current supervisor as a referee, you may wish to discuss the reason with the Selection Panel, if selected, at the interview.

### **THE JOB and PERSON SPECIFICATION**

The Job and Person Specifications describe the advertised position in detail, and provide the following information to help you prepare your application:

- ✓ the location of the position within the department
- ✓ the position's function
- ✓ the reporting and working relationships
- ✓ any special conditions associated with the position
- ✓ the outcomes, duties and responsibilities expected of the position
- ✓ a list of the essential and desirable competencies a person needs to effectively undertake the responsibilities and duties of the position, such as qualifications, abilities, aptitudes and skills, experience, and knowledge.

The wording in the Person Specification describes the levels a person doing the job will need:

- ✓ 'knowledge of' means that you understand the requirement
- ✓ 'demonstrated' means that you have actually performed the activity or used the skill in the past
- ✓ 'thorough', 'sound' or 'high level' indicates that you have an advanced level of knowledge or skill.

### **WRITING YOUR APPLICATION**

Relate your application to the Job and Person Specification. The letter of application should address the **Job Specification**, followed by points outlining how you meet the essential requirements (and desirable requirements where possible) of the Person Specification, and:

1. provide specific examples outlining your skills, experience and knowledge of each 'essential' requirement, and how you put them into practice
2. provide examples for the 'desirable' requirements that you meet
3. demonstrate that you are capable of carrying out the duties of the position concerned
4. provide a resumé or curriculum vitae that outlines your:
  - name, address and telephone contact numbers (work and home)
  - current position title (and remuneration level if currently a Public Sector employee)
  - education details
  - employment history (at least over the past 10 years) and other relevant experience/history

- three current referees' details (including their names, position titles, addresses and telephone numbers). If possible, include your current supervisor.

It could help to discuss with your referees how well you match the requirements of the job, before you finish your application. It is also a good idea to provide your referees with a copy of the Job and Person Specification and your completed application and resumé.

When writing your application:

- ✓ be clear, concise and factual
- ✓ include relevant skills, knowledge and experience you have acquired through community experience (eg fund raising might have helped you develop your negotiation skills)
- ✓ include any pertinent supporting documentation (eg proof of qualifications)
- ✓ **ensure you address all essential** and desirable criteria in the Job and Person Specification, proof-read your application and check your spelling.

### **CURRICULUM VITAE / RESUME**

Your application should also include your current Curriculum Vitae (CV) or Resume which outlines the general information you need to provide to the panel. A Curriculum Vitae or Resume may include some or all of the following headings / sections:

- ✓ name and address
- ✓ career objective
- ✓ education skills / school / TAFE / University / professional training
- ✓ employment history / work experience / professional work

List (with a brief description) your work experience from current employment to first employer.

Outline specific achievements or accomplishments relevant to the position, including publications in academic journals, etc.

- ✓ membership of any professional bodies / registration with licensing boards, as appropriate.
- ✓ relevant experience / skills
- ✓ special interests / hobbies
- ✓ referees (address and telephone numbers)

### **LODGEMENT DATE**

It is the applicant's responsibility to ensure they lodge their application, together with their CV/resume and completed Declaration of Employment Form to the nominated person, ensuring it arrives by 5pm on the closing date stated in the advertisement.

Applications may be posted or hand delivered as appropriate. If special circumstances prevent you from submitting your application by 5 pm on the closing date, ask the contact officer before the closing date whether a faxed or e-mailed submission is acceptable, or whether an extension is possible. Late applications do not have to be considered.

### **GRIEVANCE PROVISIONS**

If you believe that your application for promotion has received unfair treatment relating to the selection process, you may have the right to seek a review of the decision. The right of review **ONLY** applies to employees under the South Australian Health Commission Act and employees under the Public Sector Management Act who were seconded to the SA Health Commission prior to 1st September, 1987.

Initial enquiries should be directed to the Chairperson of the Selection Panel.

If you wish to lodge a grievance, send a written outline of your concerns to the Human Resource Manager within seven (7) calendar days of receiving advice that you were unsuccessful in your application.

### **EQUAL OPPORTUNITIES**

The panel must not discriminate against an applicant on the basis of a characteristic unless it is directly and justifiably related to the requirements necessary to perform the position. The grounds for unlawful discrimination are defined in the Equal Opportunity Act.

### **INFORMATION**

We encourage you to contact the person nominated in the advertisement with any queries you may have in relation to the Job & Person Specification.

### **REMINDERS / SUGGESTIONS**

#### **Referees**

You may wish to give prospective referees a copy of the Job & Person Specification before forwarding your application and discuss with the referees their opinion of your merit in relation to the items listed.

#### **Checking Details**

Once you have completed your application and CV / Resume, check that you have addressed all essential and desirable criteria of the Person Specification, and check that you have demonstrated that you can carry out all the duties of the position.

#### **Your Application**

Please submit an original together with three complete copies of your application along with copies of any written references, work reports, statements or qualifications etc.

I wish you all the best in your application.

Yours sincerely

Human Resource Officer  
Country Health SA