

How to Apply

APPLICATION

Read the documentation, especially the position description which includes the selection criteria.

ATTACH YOUR APPLICATION LETTER which should include:

- **Reference number** and **position name** quoted from advertisement.
- Your application should be typed. If not, please make sure your writing is clear and easy to read.
- **Your application letter must address the selection criteria as detailed in the position description.** This is your 'statement of claim' for the position. Treat each selection criterion separately and do not assume that the selection committee know what you do. Systematically address each criterion by demonstrating how aspects of your skills, qualifications, experience and abilities relate to each of the individual essential and desirable criteria. Give examples and emphasise your major achievements. Your application must meet the essential criteria to be eligible for the position and it is advantageous if you meet most or all of the desirable criteria.

Note: As a guide, each criterion should be 2-3 paragraphs and succinct.

ATTACH YOUR RESUME/CV which should include:

- Personal details (including home and other contact telephone numbers);
- Education and training;
- Employment history (names or organisations, periods of employment, job titles, major duties and responsibilities and main achievements);
- Skills and/or experience gained;
- Copies of academic transcripts and qualifications (not originals);
- Details of 2 referees - ideally, your referees will be able to comment on your past employment and recent work performance in relation to the selection criteria. It is preferable that your most recent, direct supervisor is nominated as one of your referees.

Note: Please do not submit original documentation. Original documents may be sighted upon interview. Where original documentation is submitted, no responsibility will be accepted for the loss or damage to the documents.

SUBMIT YOUR APPLICATION by either:

- E-mail to: hr@nsg.unsw.edu.au
- Facsimile to: (61 2) 9385 3208
- Post to: The Human Resources Manager, UNSW Global Pty Limited, PO Box 6666, UNSW SYDNEY NSW 1466

All electronic applications will receive an e-mail response confirming receipt within 48 hours.

The closing date for applications is provided in each advertisement. It is your responsibility to ensure the application is received by Human Resources by the closing date.

All candidates will be advised in writing of the outcome of their application, usually within 4 weeks of the closing date.