



APPLICANT KIT

NunKuWarrin Yunti utilises a recruitment process that supports our organisational goal to continually improve Aboriginal health. If you are unfamiliar with NunKuWarrin Yunti's recruitment process please read Attachment A and B first.

Resumé

Your *Resumé* is an important part of your job application. It must be completed along with a *Statement of Claims* and the *Application Form* and submitted by the due date to complete your application.

Format

We do not have a standard resume form for you to fill out. How you present your *Resumé* is up to you.

Content:

Good resumés include information about:

- contact details
- education/qualifications
- an employment history summary including the employer, start and finish dates, your position/title, your responsibilities and achievements in the position
- a summary of your skills
- professional memberships
- interests, and

any other relevant information that will support your application not covered elsewhere.

Claims against selection criteria

A response to each of the selection criteria is an essential part of your job application. It must be completed along with a *Resumé* and the *Application Form* and submitted by the due date to complete your application.

Word limit

Please ensure that you stay within a word limit of 250 words per criteria.

Guidance

Each job description contains selection criteria (usually in section 3).

Selection criteria are specific job requirements describing skills, knowledge and qualifications.

Having applicants address identical selection criteria assists with the objective assessment of each applicant and thereby promotes equal opportunity.

A good way of addressing selection criteria is to use the STAR method, viz:

- **Situation** - where, when and context of your example;
- **Task** - the task or problem to be solved;
- **Action** - how you solved the problem, fulfilled the task or handled the situation
- **Result** - the outcome achieved as result of your action/s

Application form

Instructions: This *Application Form* is an important part of your job application. It must be completed along with your *Resumé* and *Claims against selection criteria* and submitted by the due date to complete your application.

Please complete the shaded boxes.

I am applying for:	
Classification	
Team/Section	
My personal details are:	
Title	Mr / Mrs / Ms / Miss / Dr / Other:
Name (in full)	
Preferred first name	
Street Address	
City, State and postcode	
E-mail Address	
Preferred contact number (include area code):	
Mobile Number:	
Pre Application Questions:	
I have a current driving licence	<input type="checkbox"/> Yes <input type="checkbox"/> No
I am either an Australian citizen / permanent resident or a person who does not need a work permit to work in Australia	<input type="checkbox"/> Yes <input type="checkbox"/> No
All claims of attainment of qualifications and required professional registration is accurate and I will provide to Nunkuwarrin Yunti upon commencement of employment copies of professional registration certificates	<input type="checkbox"/> Yes <input type="checkbox"/> No
I am willing to produce a copy of a National Police Certificate to Nunkuwarrin Yunti prior to commencing employment and I have disclosed information about any pending court matters or unspent convictions ¹ , including <i>Road Traffic Act</i> offences as part of this application process	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details (if applicable)	
To the best of my knowledge, my present physical and psychological health or pending health matters are such that I would not be prevented from being able to perform any of the duties of the above-mentioned position	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details (if applicable)	
I have disclosed information about current matters associated with any claim (pending or current) associated with workers compensation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details (if applicable)	

Diversity information			
This information is used for demographic analysis only and does not form part of the assessment.			
Are you Australian Aboriginal or Torres Strait Islander	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to specify
Do you have a disability and/or medical condition which may have an impact on your ability to carry out the inherent requirements of the role for which you have applied?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to specify
Was your first language in the home a language other than English?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to specify
Age range	16-24 <input type="checkbox"/>	25-34 <input type="checkbox"/>	35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55+ <input type="checkbox"/>
What is your gender?	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Prefer not to specify

Other information	
How did you first learn about this vacancy?	<input type="checkbox"/> The Advertiser / Koori Mail <input type="checkbox"/> Nunkuwarrin Yunti website <input type="checkbox"/> E-mail network <input type="checkbox"/> Indigenous Jobs Australia website <input type="checkbox"/> Pro Bono website <input type="checkbox"/> Career website (Career One, Seek, MyCareer etc) <input type="checkbox"/> Referral from Nunkuwarrin Yunti employee <input type="checkbox"/> Referral from friends and/or family <input type="checkbox"/> Other
What primarily attracted you to the position?	<input type="checkbox"/> Job role/Subject matter <input type="checkbox"/> Location / Pay <input type="checkbox"/> Development opportunities <input type="checkbox"/> Employment conditions <input type="checkbox"/> Opportunity to contribute to health and ageing outcomes <input type="checkbox"/> Career opportunities <input type="checkbox"/> Reputation of Nunkuwarrin Yunti

I declare that the above information is true and correct and I understand that any misrepresentation of this information renders Nunkuwarrin Yunti the right to waive any offer of employment or terminate my employment with the organisation.

Signature: _____

¹ An unspent conviction is one that can be disclosed by SAPOL or other police authorities as part of obtaining a National Police Check. Convictions remain unspent for a period of ten years post conviction for adults, and five years for juveniles. A history of conviction does not prevent an offer of employment provided the nature of offending is deemed to not place the organisation or associated activities including the welfare of children or others at risk.

Applicant Kit Overview

- Purpose:** This Applicant Kit explains how to apply for a job vacancy in Nunkuwarrin Yunti. It also includes information about our recruitment and selection process that will assist you to apply.
- Contents:** This kit contains:
- background information that will help you to understand Nunkuwarrin Yunti's recruitment and selection process; and
 - a checklist that covers each step you need to complete to write and submit a job application.
- Background:** Nunkuwarrin Yunti is focussed on achieving better health for Aboriginal people and Torres Strait Islanders. Nunkuwarrin Yunti is committed to providing culturally appropriate health care and community support services.
- Supporting the achievement of our Strategic Plan, our recruitment practices are designed to select people who best demonstrate that they have the capabilities needed to do the job. Our recruitment process is intended to allow you to use those past experiences in the workplace and elsewhere in relation to the advertised job, as the basis for selection to it.
- Process:** Nunkuwarrin Yunti has a three stage recruitment process: application, interview and verbal referee report. For each of these stages, applicants are assessed.
- The Application. Once the applications have been received they will be assessed to determine the shortlist of applicants selected for interview.
- The Interview. The interview again is behaviourally based so applicants can talk about their experiences and background relevant to the advertised vacancy. Interviews usually last for approximately 40 minutes and involve at least two interviewers.
- The Verbal Referee Report. A referee report will be obtained for all applicants who are in serious contention for the position.
- Privacy & Confidentiality:** All information relating to selection processes is stored in a secure environment and only accessible to people directly involved in the selection process. Some information may be used for internal research and ongoing evaluation of our selection processes. This information is not attributable to an individual as it is de-identified and aggregated.
- Action:** A checklist follows that takes you through everything you need to do to write and submit your application. Use this checklist to ensure you cover all the steps.
- Technical Difficulties** If you are experiencing technical difficulties submitting your application please phone (08) 8406 1600.

Applicant Kit Checklist

1. Read this kit and the job requirement documentation thoroughly. Be clear about:
 - what the job is,
 - the job environment,
 - when applications close
 - what you need to do to apply, and
 - how to lodge your application.

2. Be sure that you can demonstrate that you have the required capabilities for this particular job. The key criteria for this position are detailed in the job description and your *Statement of Claims* covers each of these in the sections you have to respond to.

3. Complete the *Statement of Claims*

4. Create/update and include your *Resumé*.

5. Complete the *Application Form*.

6. Submit your application