
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 the advertisement.
- Your application letter must address the selection criteria as detailed in the position description. This is your 'statement of claim' for the position. 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. 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@unswglobal.unsw.edu.au
- Post to: The Human Resources Manager, UNSW Global Pty Limited, PO Box 6666, UNSW SYDNEY NSW 1466

Applications will be acknowledged within 5 working days of receipt.

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

FINAL CHECKS

If you are successful, you will need to:

- Provide proof of Australian residence, citizenship or relevant visa;
- Undergo probity and criminal record checks if the position involves unsupervised contact with children.