

BCRG Inc.
Prospective Applicants
Information Package

Information to Applicants

Thank you for expressing interest in the position with Bankstown Community Resource Group Inc. The Following information has been prepared to assist you with your application.

Read the job advertisement and make note of anything you don't understand so you can ask questions of the enquiries person. Assess whether you meet all of the stated selection criteria.

The Selection Criteria

- The selection criteria are the basis of the job advertisement. It details the knowledge, skills, abilities and experience that are required for the position.
- You must address all criteria in your application.

Obtaining More Information About the Position

The enquiries contact named in the job advertisement can provide further information about the position. Speaking to this person can help you decide whether to apply for the job, and answer any questions or queries you may have. It is useful to conduct some research about the agency and the local area and issues.

The Closing Date

Your completed application must be received by the closing date and time specified in the job advertisement. If you do not believe that you can meet this deadline, you can contact the designated enquiries person to seek approval to submit a late application. Late applications are accepted at the discretion of BCRG.

Your Job Application

If you do not meet all the essential requirements specified in the advertisement, or cannot clearly demonstrate that you meet the essential requirements, it is unlikely that you will be considered for the position. In this case, your application will be eliminated (or culled) from consideration for interview.

It is your responsibility to convince the selection committee that you are the best candidate for the position. As the selection of candidates for interview is based solely on the information provided in your application, you must ensure that the information you provide is sufficient for the selection committee to assess the strength of your application.

Your Claim for the Position

This is the most important part of the job application and will determine whether you get an interview. The Claim for the Position allows you to demonstrate how you meet the selection criteria of the position. You must clearly detail how you meet each of the advertised selection criteria by addressing them separately. For

each of the selection criteria, make a separate heading and then detail your knowledge, skills, abilities and experience and ensure that you emphasise your major achievements by giving examples. Include any non-working or volunteer activities, such as involvement in a community organisation, where you have gained relevant skills and experience.

Some key words and what they mean when used in selection criteria:

Demonstrated Knowledge: Give examples from your work history proving you have this area of knowledge or expertise.

Ability to: Describe how your skills, knowledge, abilities and experience gained in other areas prove that you are capable of doing this part of the job. Describe your past achievements that prove you could do this kind of work.

Experience in: Give examples to show that you have done this type of work.

Effective; Proven; Highly Developed; Superior: Explain your level of achievement or proficiency by giving as much detail as you can and providing examples.

Good Communication Skills: You must show that you have the requisite communication skills to do the work. You can include experience in dealing with people, details of things you have written or presented, and examples of problems you have solved using your communication skills. For written material, include publications or reports you have written, and note the target audience or purpose of the document or publication.

Knowledge of Legislation: State if you are familiar with the specified legislation and demonstrate through specific examples from your work history where you have applied these principles.

Resume

Your resume should provide clear, concise and current information including:

- Your personal details
- Education and Training
- Employment history – name of organisation, period of employment, job title, major duties and responsibilities, main achievements
- Skills/Experience gained – inside and outside of work
- Name, address and contact telephone numbers of at least two (2) referees who can provide the selection committee with information on your knowledge, skills, ability and experience in relation to the requirements of the advertised position. Advise your referees that you are applying for the position.

The Selection Committee or Employment Committee

The Selection Committee is responsible for selecting the best-suited candidate for the position. The selection is based on merit and the selected candidate will best satisfy the selection criteria. Recommendations based on material presented by the applicants in writing, at interview and from referees and will be made to the Management Committee of BCRG.

The Selection Committee is made up of a minimum of 3 people who represent BCRG Management Committee members, BCRG staff and an independent or external representative. The exact same committee representatives are involved throughout the entire recruitment process.

The Interview

You will be advised of the date, time and location of your interview and the number of panel members. You will be required to bring your driver's licence and your qualifications for sighting and copying. You will also be advised if you are required to bring examples of your work or if you are required to perform a task/test as part of the interview. A minimum of three days notice will be given to attend an interview. Interviews are approximately 45 minutes in duration.

If you are unable to attend your interview at the appointed time, you may be able to negotiate an alternative time depending on the availability of the committee members.

Each panel member will ask questions and at the end of the interview, you will be given the opportunity to add any information in support of your application and ask questions.

Further Information about the Interview

- If you do not understand the question, you may ask for the question to be repeated
- If your mind goes blank on a question that you know, respond to the extent that you can and ask if you can return to the question at the end of the interview.

After the Interview

After all interviews are completed, the selection committee will recommend a candidate for the position. The convenor will contact the relevant referees and organise criminal records checks and seek approval by the Management Committee. If you are the successful candidate you will be contacted by telephone and informed. A letter of offer confirming your employment will follow this and will include salary, award, hours of work, employment status, probationary period and date of commencement.

In the event that you have not been successful, you will receive a letter informing you within 3 weeks or less of the interview. Unsuccessful applicants are encouraged to contact the Convenor and seek feedback to inform future job applications.

In some cases, candidates are asked if they would like to be placed on the BCRG eligibility list. This is reserved for those candidates who fulfil all the selection criteria and perform well at the interview however were not the most preferred applicant for the position. The eligibility list is activated in the event that a short-term position becomes available.