

What You Need To Know When Lodging Your Job Application

Introduced: January 1999

Last review: 2014

Version: May 2016

When you apply for a position with Arab Council Australia, you need to complete and include the following:

1. **Letter of Application:** This must address the job competencies (both essential and desirable). You also need to outline your relevant experience and qualifications to the position. Address your application to the person as stated in the job advertisement
2. **Curriculum Vitae (CV):** Attach your CV to the letter of application.
3. **Referees:** Include names, positions and telephone numbers of at least two professional referees.
4. Send your application (which includes letter and CV) to Arab Council Australia by the closing date.

PROCEDURES WE FOLLOW

Arab Council Australia, personnel are employed under an Equal Employment Opportunity policy. All applicants are assessed against the same criteria and we follow the same process throughout. The process we follow is:

- Stage 1.** A selection panel is established: this usually includes the Chief Executive Officer or delegate, one or two representatives from Council's Board, one representative from the relevant funding body where appropriate and one independent representative.
- Stage 2.** Applications are culled according to the job competencies after the closing date (usually within five days of the closing date).
- Stage 3.** Selected applicants are contacted at least 3 days before the scheduled interview date. If you accept to attend the interview, you will be required to bring with you the following:
 - Two forms of ID. Please refer to the "Identification of the Applicant" document.
 - A Working with Children (WWC) number from the Office of the Children's Guardian. You will need to apply for this number prior to the interview through this website <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>. and follow the relevant instructions under the heading titled "for applicants".
 - If relevant, you will be advised that you need to obtain a Police Criminal Record Check.
- Stage 4.** On the day of interview: a copy of the interview questions is given to each applicant 10 minutes ahead of the scheduled time. The two forms of ID provided by the interviewee and where relevant the WWC number and other checks will be noted and photocopied.
- Stage 5.** Selected applicants are interviewed and will be asked standardised questions (previously given to each selected applicant 10 minutes before their interview).
- Stage 6.** Two nominated referees of the preferred applicant/s are contacted.
- Stage 7.** An offer of employment is made to the successful applicant over the phone and in writing.
- Stage 8.** Unsuccessful applicants are informed in writing.
- Stage 9.** Report to the Board at the next scheduled meeting.