



## **HOW TO APPLY FOR A POSITION**

### **Summary of Recruitment Process**

Centennial Park Cemetery Authority is an equal opportunity employer and all selection decisions are based on the principals of merit.

### **Advertising**

Vacancies are advertised in The Advertiser, on seek.com.au this website and other forums as required.

Obtain the Position Description and review the role's key result areas, person specification and selection criteria. It might be helpful to contact the nominated contact person to ask any questions you have about the role that might assist you in your application.

### **Applications**

All applications must include the following:

- A covering letter;
- Resume and
- Statement of claims against the Selection Criteria.

#### **Covering Letter**

A covering letter should include:

- The title of the position you are applying for
- Your name and contact details
- Approximately a one page letter which in brief is a statement on how you meet the requirements of the position. It is your opportunity to sell yourself.

#### **Resume**

Your resume or curriculum vitae should include:

- Your name and contact details
- Your educational/academic qualifications
- Your employment history with a brief outline of your duties and responsibilities
- Your specific job skills
- The names and current telephone numbers of three work related referees
- Copies of any licences and/or tickets, relevant certificates and qualifications.

## Statement of Claims against the Selection Criteria

As the selection criteria is so important, the best way to present this statement is to address each criterion with its heading followed by a clear and concise explanation as to how you believe you meet each criteria (both essential and desirable). In essence this document is your statement of claims and will outline your skills and experience in relation to the Selection Criteria.

## **Submission of Applications**

Do not send any original documents with your application.

Please do not submit your application in a plastic sleeve, folder or bound as we operate in an electronic environment.

All applications must be received by either post, email or hand delivered by 5.00pm of the closing advertised date, unless specified otherwise. No late applications will be accepted.

### Post and Hand delivery:

Private and Confidential

Attention: (name of contact person stated in the advertisement)

Centennial Park Cemetery Authority

760 Goodwood Road

Pasadena SA 5042

### Email:

[recruitment@centpark.org.au](mailto:recruitment@centpark.org.au)

## **Shortlisting**

All applications are assessed against the selection criteria. Candidates that are shortlisted for interview will be those that best meet the selection criteria. To be eligible for consideration as a candidate, you must substantially meet the essential criteria. If you are unable to do this, your application is unlikely to be considered further. If you closely meet the essential criteria, the next level of consideration is the desired criteria. Meeting most of the desired criteria will enhance your chances to proceed to interview.

The shortlisted candidates will be contacted by telephone and an interview date, time, location and the names and position titles of the members of the interview panel as well as if there will be any assessments to be conducted as part of the initial interview.

Unsuccessful applicants will be notified in writing at the conclusion of the recruitment and selection process.

Following the interviews, the selection panel will rank you against other candidates and make a recommendation about who should be offered the position. Reference checks of leading candidates will be conducted to verify selected statements made in the application and to validate claims made about skills, experience and achievements at interview.

## **Pre-employment checks**

We conduct pre-employment checks which may include:

- referee checks
- a medical assessment
- an Australian Work Eligibility check
- sighting of relevant qualifications
- other assessment tests (applicable to some positions).

## **The Final Selection**

A verbal offer will be made to the preferred candidate. Following verbal acceptance, a contract will be prepared and finalises the selection process.

If you are not selected for the position, you will be notified of the outcome.