

Guide For Applicants

The following information is provided to help you prepare your application and advise you of the selection process. Please read it carefully along with the vacancy advertisement and job description before submitting your application.

Preparing your application

The purpose of your application should be to demonstrate that you have the required skills and attributes to do the job. The advertisement and job description will outline the selection criteria and the tasks you will be required to accomplish to effectively perform in a role.

Your application should consist of:

1. An application letter that clearly addresses the selection criteria outlined in the advertisement. The most effective way to do this is to list each selection criterion and, under each heading, clearly explain how you reach the criterion. You may write a paragraph on each criterion. Please include examples from past experiences, skills or knowledge that demonstrates how you meet each criterion.
2. A resume outlining your experience, qualifications and at least 2 current referees who can comment on your work performance. Also ensure that you include current contact details so we can contact you if you are successful in gaining an interview.

Further Information

If you require further information, please call the contact identified in the vacancy listing.

You may lodge your application in one of three ways:

- Send by post to:
242 Maitland Road
Mayfield NSW 2304
- Fax to: (02) 4014 2233
- Email to: jennyc@castlepersonnel.com.au

Assessment of applications

The selection process Castle Personnel is on the basis of merit in each case. A shortlist of candidates for interview is based on written application and will include the candidates who best meet the selection.

Interviews

Shortlisted applicants will be contacted by phone to arrange an interview time. This will generally happen within 2 weeks of the closing date for the position. If you have not been selected for an interview you will not be contacted until a decision has been made following which you will be notified in writing.

Selection

All short listed applicants will be asked a similar set of questions based on the selection criteria and job description. Selection of the successful applicant will be based on their written application, job interview and referees.

Workplace Diversity and Equal Employment Opportunity

Castle Personnel is an equal opportunity employer and recognises that equal opportunity is a matter of social justice and legal responsibility. We are dedicated to the following outcomes:

- a diverse and skilled team
- employment and participation for EEO groups
- a workplace culture displaying fair workplace practises and behaviours

It is expected that all employees at Castle Personnel understand the principles of workplace diversity and anti-discrimination. Our Equal Employment Opportunity policies ensure that selection is based on merit regardless of gender, marital status, pregnancy, race, nationality or ethnic origin, religion, disability, sexual preference or age. Castle Personnel adheres to this principle and it is expected that all employees have an understanding of this as a code of practise to be upheld.

Checklist

1. Read Job Description
2. Assessed your skills against the selection criteria.
3. Included an application letter outlining how you meet each of the selection criteria as listed in the advertisement and job description.
4. Attached a current copy of your resume with your contact details.