



How to Apply for a Position with Valmar Support Services

The following Guidelines are presented to assist you in preparing your written application and to enable you to plan for a possible selection interview.

Application Form

To apply for this position you need to complete the Application Form which includes an application declaration which you will need to sign and date.

Selection Criteria

All applicants must include a statement addressing the Selection Criteria with their application. The Selection Criteria is situated in the Application Guide.

It is strongly recommended that you use each of the Selection Criteria as a heading and outline your relevant experience separately against each criteria.

Selection Criteria contains the skills and knowledge required for successful performance in the position being advertised.

The criteria may include specific qualifications and/or experience and personal attributes that would assist you to perform effectively in the position and as an employee with Valmar Support Services.

Please Note: Any false and/or misleading claims by an applicant will lead to immediate disqualification for selection for interview in the position or in the case of successful applicant, will lead to instant dismissal.

Resume/CV

Your resume should include your personal details, relevant work and education history; training courses attended and list any qualifications and professional association memberships.

When listing your relevant work history you should include dates / period of employment, duties, responsibilities and achievements for each position.

Referees

Include names, contact phone number and email address of 2 (two) recent, work related referee's from previous/current employment within the last 5 – 10 years with your application.

Your referees nominated must be able to comment on your job performance. It is recommended that you make contact with your referees for their approval **before** nominating them in your application and inform them about the position that you are applying for.

Late Applications:

We do not accept late applications except where you can provide evidence that you had sent it in sufficient time to reach us before the closing date and time. If there are extenuating circumstances it is your responsibility to notify the contact person before the closing date for consideration by the panel.

Valmar may allow up to 24 hours extension but this would need to be approved prior to closing. It is your responsibility to ensure that your application reaches us on time.

Preparing for an Interview

To prepare you for an interview, re-read your application focusing on the Selection Criteria.

- Think of examples of work situations where you would have applied the relevant skills and knowledge.
- Focus on the duties of the position and think about how you would carry them out.
- Think about any problems you might encounter and how you would resolve them.
- Try to identify examples of your past experience that are similar, or skills that would be transferable to the position you have applied for.
- You will need to be able to identify the outcomes and achievements of your past situations.

Ensure that you take along the original Certificates and Qualifications for the Selection Panel to sight.

The Interview Process:

The interview panel will normally consist of at least 3 members. This will usually be a Manager and/or Coordinator from the relevant service, a Human Resources Coordinator and/or a staff member from another work area or external to Valmar.

Interviews will follow a set format to ensure equity and fairness for each applicant and each applicant will be evaluated in the same manner by assessment against the selection criteria for the position.

The interview is structured to achieve the following outcomes:

- Validate that you can perform specific duties and tasks
- Assess whether the behaviours and competencies that you have demonstrated match with those required for the position
- Assist the Selection Panel to assess your overall suitability for the position.

During interview, the Selection Panel Members will write notes and assess your answers in response to the structured questions, ensuring the applicants are examined in an objective and informed manner. Should you not understand a question asked during the interview please seek clarification prior to providing a reply.

After the Interview:

Should you be successful in obtaining the vacant position, the Manager or Coordinator of the relevant service will contact you by telephone to verbally offer you the position. This is not a formal offer. A formal offer in writing cannot be made until **after** the results of a Police Check and any checks are cleared. You will be given a written offer which you will need to accept in writing before you commence in the position.

Submitting your Application:

Applications may be forwarded in hardcopy or electronically.

Electronic applications are to be in either Word or PDF format. Please include "Confidential" within the email subject, and forward to: louiseclark@valmar.com.au

Hardcopy applications. Forward to:

Louise Clark
Human Resources Coordinator
Valmar Support Services Ltd
75 Capper Street (PO Box 433)
TUMUT NSW 2720