



## **A GUIDE FOR JOB APPLICANTS**

### **Applying for a Position**

Appointments to positions with the Alliance are based on merit. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job.

The decision to appoint is based on:

- the applicant's written application;
- performance at interview; and
- checking with at least two referees.

### **The Job Advertisement**

The job advertisement and the Position Description provide the basis for the selection process as they specify accountabilities and the selection criteria needed to satisfactorily perform the duties of the position.

### **Preparing an Application**

Your written application must stand on its merits. Do not assume that the selection panel knows what you have achieved in the past. If you do not demonstrate how you meet the criteria for the position you will not be called for an interview.

The completeness and relevance of your application will determine whether, or not, you are called for an interview. Where many applicants meet the essential and desirable requirements, only those applicants who most strongly meet the requirements will be selected for interview.

There are three (3) steps to preparing an application:

1. Submit a covering letter including all contact details.
2. Address all the "Selection Criteria" (essential and desirable) as outlined in the position description. You are required to state how your skills, knowledge, experience and qualifications relate to the position. To do this, address each criterion separately in point form.  
You should use statements with examples that clearly demonstrate your competency in a particular area. Applicants who fail to demonstrate that they meet the requirements of the position will not be invited to attend an interview.
3. Attach a current copy of your Resume, including the contact details of three referees, one of which may be a personal referee.

***Please note that it is not necessary to send in copies of your qualifications, written references or awards.***

### **Enquiries about this position**

To discuss the role prior to application contact Rebecca Reynolds Executive Director by email at [employment@lgbtihealth.org.au](mailto:employment@lgbtihealth.org.au) or by phone during business hours on 02 8568 1120.

### **Submitting your application**

Applications are to go to Rebecca Reynolds, Executive Director, National LGBTI Health Alliance. You must forward your application to the Alliance by the closing date of 12 noon AEST, Friday 4th August, 2017.

#### **By email:**

Please use the subject line: "Position Application (Confidential)" and email to [employment@lgbtihealth.org.au](mailto:employment@lgbtihealth.org.au)

If you are sending your application by email, please ensure that it is in Microsoft Word format.

#### **By post:**

"CONFIDENTIAL"  
Executive Director  
National LGBTI Health Alliance  
PO Box 51, Newtown NSW 2042