[Insert organisation name/logo]

# GUIDE TO APPLYING FOR [INSERT ORGANISATION NAME] POSITIONS

Thank you for your interest in applying for a position with the **[insert organisation name]**. This guide aims to assist you in preparing and submitting your application.

## ABOUT [INSERT ORGANISATION NAME]

**[Insert a general description of your organisation, including key services, programs, stakeholders and website information]**.

## APPLYING FOR A POSITION

Appointments to positions with **[insert organisation name]** 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 referee checks.

This position information pack includes the relevant Position Description and the current **[insert other documents that might support applicants, for example Annual report or Strategic Plan]**. This information may assist you in applying for a position.

Applications must contain:

* A cover letter introducing yourself and identifying the position you are applying for
* Written responses addressing the selection criteria
* Your resume/curriculum vitae which details your qualifications, employment history and two referees.

### Writing your application

Your written application must show that you have the skills, knowledge and experience to do the job. Do not assume that the selection panel knows what you have achieved. If you do not demonstrate how you meet the selection criteria, you will not be called for an interview.

**[It is/ not]** necessary to provide copies of your qualifications, references or awards in your written application.

### Submitting your application

Your application must be forwarded to the identified **[insert organisation name]** officer by the advertised closing date. We ask that you submit your application electronically or by the way requested in the recruitment advertisement. Once your application is received we will acknowledge receipt through an email. If you do not receive an acknowledgement, it is your responsibility to follow up with **[insert organisation name]** to ensure that your application has been received.

Send your application to:

**[Insert staff member name]**

**[Insert role]**

**[Insert phone number]**

**[Insert email address]**

**[Insert postal address if necessary]**

### Late applications

In order to provide equity for all interested applicants, late applications will not be accepted.

## INTERVIEW

The most suitable applicants will be invited to attend an interview where each candidate’s skills, knowledge and experience will be further explored. The interview also provides an opportunity for the applicant to expand on information provided in the written application and to discuss other information that may support their application.

All applicants invited to an interview will be asked a series of questions related to the selection criteria and the position. They will also be asked to provide evidence of their stated qualifications. Applicants will also have opportunity to ask questions about the position and **[insert organisation name]**.

Proof of identification will need to be presented at the interview.

## WORKING WITH CHILDREN CHECKS (WWCC)

**[Insert organisation name]** does require employees to provide working with children checks (WWCC). Positions that have responsibility for managing programs and projects, or any child-related activity are required to provide a Working with Children Check including paid employees, Board members, contractors, students and volunteers.

The WWCC involves a national criminal histories from CrimTrac (including convictions, charges and juvenile records) and review of findings of workplace misconduct[[1]](#footnote-1) and must comply with the requirements under the [Child Protection (Working with Children) Act 2012](http://www.legislation.nsw.gov.au/maintop/view/inforce/act%2B51%2B2012%2Bcd%2B0%2BN), [Child Protection (Working with Children) Regulation 2013](http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg%2B156%2B2013%2Bcd%2B0%2BN) and [Child Protection (Working with Children) Amendment (Miscellaneous) Regulation 2013](http://www.legislation.nsw.gov.au/sessionalview/sessional/sr/2013-676.pdf).

**How to apply**

Complete the online application form which can be accessed at:

<http://www.newcheck.kids.nsw.gov.au>.

If you cannot access the online system, call the Children’s Guardian customer service on (02) 9286 7276 and an officer will complete the application form for you.

Once you have made an application, you will receive an application number. Present your application number to a NSW motor registry or Government Access Centre, along with proof of identity (which consist of the same proof required when applying for a NSW driver’s licence).

For information about the NSW Motor Registry or Government Access Centre near you, telephone 13 22 13. Once your application has been processed, the Children’s Guardian will notify you of the outcome by email or post.

**Cost**

A person with a non-volunteer clearance can be engaged in either paid or unpaid child-related work.

An application fee applies ($80 as of 1st February 2014) which is paid for by the person applying for the clearance.

The Working With Children Check remains free for:

* Volunteers
* Students over 18 on professional placement
* Potential adoptive parents
* Authorised carers
* Adults who reside in the home of:
* an authorised carer
* a family day care service provider
* a home-based education and care service provider.

## NATIONAL POLICE CERTIFICATE (NPC)

Employees occupying **[insert organisation name]** positions that have delegation to sign off financial approvals are required to carry out a National Police Check and provide the organisation with a National Police Certificate (NPC). Positions that have responsibility for managing program and project budgets, or for entering bank transaction data, are not required to provide a National Police Certificate.

Residents of NSW can obtain a NPC from the NSW Police Force by carrying out the National Policy Chekc, and generally take 10-14 days to process.

The purposes of **[insert organisation name]** obtaining National Police Certificates is to reduce the risk of fraud, theft and professional misconduct within the organisation, and to protect the organisation from reputational risk. NPCs are requested from the applicant as the final stage of the recruitment process. The applicant is contacted and offered the position, pending **[insert organisation name]** satisfaction with the NPC. **[Insert organisation name]** reimburses applicants for the cost of the NPC.

For more information refer to Section 3.2 of the Human Resources Policy.

## REFEREE CHECKS

If you are considered to be one of the suitable applicants, comments will be sought from your nominated referees as to your suitability to the selection criteria and the position. It is suggested that you inform your referees of your application for a position with **[insert organisation name]** before we make contact with them.

## NOTIFICATION

All applicants will be notified once **[insert organisation name]** has received their applications. Suitable applicants will be called to attend an interview, with those applicants not suitable for an interview being notified through letter. Unsuccessful interviewees receive formal acknowledgement through letter. Feedback to unsuccessful applicants is provided if requested. Successful interviewees receive formal acknowledgement through a letter and a phone call where commencement date and other details are determined.

## WORKING AT [INSERT ORGANISATION NAME]

Employment with **[insert organisation name]** is defined within the Employment Agreement between **[insert organisation name]** and the employee. This Employment Agreement outlines the benefits, working conditions and expectations of both parties. All employees must also agree and adhere to the **[insert organisation name]** Employee Code of Conduct.

## MORE INFORMATION

If you have any queries about the position or about **[insert organisation name],** please contact:

**[Insert name and contact details of the staff member overseeing the recruitment process]**

**[Insert other relevant information]**

1. For more information on Working with Children Check inclusions refer to <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/What-gets-checked> [↑](#footnote-ref-1)