

Late Application

You are responsible for ensuring you meet the closing date. The closing date appears in each position vacant advertisement.

Applications received after the closing date will only be accepted in exceptional circumstances. It will be up to you to show why the closing date was not met.

Late applications will only be considered up to the close of short listing and in all cases the selection panel will assess each late application on its merits and the panel's decision will be final.

The Interview

The selection panel will try to meet any special requirements you may have to be able to attend the interview. Examples of special requirements may include access or communication assistance. Please inform the contact person on the advertisement.

All interviewees will be asked the same set of questions. These questions will have been developed by the selection panel to assess how well you match the selection criteria. Mostly you will be asked behavioral questions. These require you to give examples of how you have handled certain situations in the past.

It is suggested that you give some thought to the type of questions you might be asked and also to specific examples of situations that directly reflect your capabilities.

In some circumstances, you may be asked to provide examples of previous work. Appropriate tests, structured group and individual exercises may also be elements of the selection process.

Reference Check

These may be carried out only for the interviewee's.

Pre-Employment Medical

Short listed applicants will be contacted by telephone and requested to attend a pre-employment medical at Quirindi Retirements expense.

Notification of Appointment

If you are successful, you will be notified as soon as the final selection decision is made. All other interviewed candidates will be advised of the decision within 14 working days of the selection decision.

Conclusion

Quirindi Retirement Homes hopes you find the information useful in preparing your application. However, if you need more information or clarification on any part of this information, please phone the contact listed in the advertisement.

Quirindi Retirement Home Limited

10 Tebbutt Street
Po Box 127
Quirindi, NSW, 2343

Telephone: 02 67412222
Fax: 0267 463114
Email: office@qrha.asn.au

JOB APPLICATION GUIDE

**Applying for a
position with**

**Quirindi Retirement
Homes**



Telephone: 02 67412222
Fax: 0267 463114
Email: office@qrha.asn.au
Website: www.qrha.asn.au

Applying for a Position

Thank you for your enquiry regarding a position advertised by Quirindi Retirement Homes. We are an equal opportunity employer and uses merit based selection techniques.

Please read these notes carefully as they are designed to help you understand the selection process and to put forward your best case for appointment.

We will choose the applicant who best meets the selection criteria for the position. You will find these selection criteria in the advertisement.

Position Description

Before a position is advertised, QRHL staff analyse the requirements of that position. They then develop a list of duties and the selection criteria (qualities to perform the jobs). This information is used in the Position Description. If you require further information on this position, a contact is listed in the advertisement.

QRHL's aim is to select the best person for the job based on the selection criteria. It does this by examining how well your knowledge, skills and abilities meet each of the selection criteria in the advertisement. A panel of people (usually 3) selects the successful applicant. As the first stage of the selection process is based on your written application, it is important you provide the panel with information that shows how you satisfy the selection criteria.

Your Application

Although there is no right or wrong way to set out your written application, it is very important that you address **each selection criterion**.

To be considered for the position, you must meet **all** essential criteria.

Make sure you include the following:

- Statements that fully describe how you consider yourself suitable against each of the selection criterion. Don't simply state that you meet the selection criteria, but give examples or evidence that demonstrates how you have met them.

Maybe you have skills, ability or knowledge in areas relevant to the selection criteria but these have been developed outside the workplace. If so, you should include them as evidence of your capacity to meet the criteria, eg leadership, organising ,co-coordinating role in a community group, etc.

- A Curriculum Vitae (CV) or Resume containing contact information (full name, address and Telephone contact number) and a summary of your work experience. The summary should include where you have worked, position held, period of employment and brief details of duties performed.
- The names, position titles, addresses and telephone numbers of at least two work and one Personnel.
- Any other relevant information.

In your application you should:

- Give complete information. Remember your application is a tool to sell yourself and is the first step in gaining an interview. Supply as much detail as you need to fully explain your capabilities.
- Be clear and concise.
- Be positive in the language you use. If you have been responsible for something, use active language (eg I implemented) rather than passive language (eg A system was implemented) or a plural (eg We implemented, etc.)
- Supply examples and figures to support your case (eg numbers of staff supervised; examples of suggestions that have been implemented etc.

Please Don't

- Be long winded or "pad" your application with irrelevant information.
- Overstate your case. As part of the selection process, the panel may contact your referees to follow up on your information.
- Include original documents, eg references/certificates, etc.

Above all, remember that the selection process is competitive. Ensure that your application addresses the selection criteria, is well presented and clear.

Please ensure that your application and attachments are securely held together.

Address your application to:

Quirindi Retirement Home Limited

10 Tebbutt Street
Po Box 127
Quirindi, NSW, 2343
Telephone: 02 67412222
Fax: 0267 463114
Email: office@qrha.asn.au