



## APPLYING FOR POSITIONS WITHIN THE HISTORY TRUST OF SA

Thank you for showing interest in a position at the History Trust of SA. The following information has been provided to give you an overview of the recruitment and selection process.

To be appointed, you will need either to be an Australian resident, or to hold a work permit for the duration of the position. **Applicants not currently employed by the SA Public Sector will need to complete an employment declaration.** For further information please refer to the contact person listed in the advertisement.

### Before you start Your Application

- We strongly advise you to get in touch with the contact person listed in the advertisement to seek any clarification.
- Obtain and read the Role Description.
- Note the **type of application** that has been requested in the advertisement. This could be either:

**A covering letter**, a maximum of 2 pages in length that clearly outlines your experience and knowledge, and **a current CV**.

OR

**A Statement addressing each of the selection criteria** within Section B of the Role Description, and **a current CV**. The statement should demonstrate how your skills, experience and knowledge fit the criteria.

**The Role Statement describes the degree of** competency a person doing the job will need:

- Technical Expertise
- Personal Abilities
- Experience

**The Application** is an opportunity for you to demonstrate your personal attributes, including employment skills, experience and knowledge. Additionally you may include any transferable skills, knowledge and experience you have gained in a non-employment activity, e.g. community service organisations, social and recreational clubs, etc.

## **When Writing Your Application**

- Be clear, concise and factual – in the format requested by the advertisement.
- Include any pertinent supporting documentation (eg proof of qualifications).
- Proof-read your documents and check your spelling.

**Your CV** should, at a minimum, show your:

- name, address and telephone contact numbers (work and home)
- current position title
- education details
- employment history (most recent first, and up to the past 10 years), and other relevant experience/history
- Three current referees' details (including their names, position titles and telephone numbers, including mobile numbers if possible). It is often useful to, include your current supervisor.

**The closing time** for applications is usually indicated in the advertisement. If special circumstances prevent you from submitting your application by 5 pm on the closing date, you may get in touch with the contact person before the closing date to ask if an extension is possible. They can apply discretion to the closing time only if operational requirements allow and your circumstances are reasonable.

## **Submission of applications**

Applications can be submitted by email. It is your responsibility to ensure that the application is received in a readable form by the specified deadline.

## **The Selection Process**

Applications received by the closing time will be examined and evaluated by a selection panel. Applications that do not appear to the selection panel to meet the essential criteria outlined in the Role Description may not be considered further.

You will receive an email or letter:

- Indicating that your application has been selected for further consideration or interview.

**OR**

- Advising that your application has been unsuccessful and will also indicate how you can seek feedback.