



## **APPLYING FOR POSITIONS WITHIN THE HISTORY TRUST OF SOUTH AUSTRALIA**

Thank you for showing interest in a position at the History Trust of South Australia. 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 / visa for the duration of the term of the position.

### **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.
- Visit the History Trust of SA website for an overview of the Trust.

### **When Writing Your Application**

- Be clear, concise and factual – in the format requested
- 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, residential address, email address and contact telephone number (home and/or mobile)
- 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 contact details).

**The closing time** for applications is indicated in the advertisement.

## **What is required to be submitted when applying for the position**

1. A current CV, including the details of three current referees
2. Capability Statement demonstrating your suitability for the role by addressing the **Key Selection Criteria** outlined in the advertisement.
3. Applicants not currently employed by the SA Public Sector should complete a Pre-Employment Declaration - to be considered for the role.

## **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**

1. Applicants will be advised of the receipt of their application.
2. Applicants will be advised if they are shortlisted for interview, within 2 weeks of the closing date for applications.
3. Applicants who have not been selected for interview will be advised as soon as possible after the shortlisting process has been completed.
4. Unsuccessful interviewed candidates will be advised as soon as possible after the completion of the interview process.
5. The successful applicant will be contacted by telephone by the Panel Chairperson after all interviewed candidates have been considered by the Panel and their decision has been approved by the Chief Executive Officer. A formal letter of offer will follow.