

If you have any questions regarding an advertised position please contact the person nominated in the advertisement.

If your questions relate to our recruitment process or the on-line application system please contact our People and Culture team member nominated in the advertisement or email: [careers@ucsa.org.au](mailto:careers@ucsa.org.au).

Let us know if you require adjustments to our recruitment process to better meet your needs. You can tell us via email at [careers@ucsa.org.au](mailto:careers@ucsa.org.au) and advise your preferred method of communication (email or phone).

## 1. Your application should include three (3) separate documents:

- A Cover Letter which introduces you and outlines very clearly, within one (1) page, what skills you have to offer the position.
- A statement addressing the **Duties and Responsibilities** contained within the Position Description. This statement should demonstrate how you have achieved the points contained within the selection criteria in the past. It is recommended that it also contains examples. Consider the **Personal** and **Job Specific Capabilities** in your response.

This is a relatively substantial document and may be a few pages long depending on the level of position being sought.

- A current Resume which includes the details of at least three (3) referees. One of whom should be your current line manager. Your resume should indicate relevant work experience, qualifications, education and training achievements, responsibilities held and any further information which you consider relevant to your application.

**The information above must be in three (3) separate documents and uploaded individually to the on-line application system.**

## 2. Applications close at 11.00pm on the advertised closing date.

## 3. Short listing.

All applications will be assessed against the selection criteria and the strongest applications will be short listed and contacted for an interview.

## 4. Interview.

If you are selected for an interview, you will generally be contacted within fourteen (14) days after the closing date has occurred. You will be advised of the interview time, date and venue.

You will be asked to bring your Driver's Licence, and your current DHS Working with Children Check or any other police check you may have to the interview.

## 5. Pre-employment checks.

We will conduct the following pre-employment checks;

### All offers of employment are subject to:

- Satisfactory reference checks.
- Satisfactory DHS Working with Children Check.
- Evidence of a current Australian Driver's Licence.
- Australian work eligibility check (where applicable).
- Sighting and/or copying of qualifications relevant to your role.

### And may be subject to:

- Medical assessment as deemed necessary.
- Psychological Suitability Assessment.
- Other assessments as deemed necessary.

## 6. Notification:

Once a decision has been made, the successful applicant will be offered the position verbally and in writing. After the position has been accepted, interviewed applicants will be notified of the outcome, by telephone or email. Applicants who do not have an interview will be notified by email.

We are a 2024 Circle Back Initiative Employer and commit to respond to every applicant.

