

Guidelines for Applicants

1. General Guidelines for Applicants

Thank you for your expression of interest. Short-listing for interviews is based on how well the application meets the minimum criteria for positions presenting. Applications that are received and do not have a the resume or relevant proof of qualifications attached will be given 7 days for supporting documents to arrive via email. Should these not be received the documentation received will be destroyed. Applications which do not meet the minimum standards outlined may not be given further consideration.

Applicant's resumes or CV's should specifically cite evidence of job experience, education and formal qualification. Applicants should provide their most recent Work Supervisors as Referees (if applicable). Defence Force Members are requested to attach a copy of any recent "Annual Personnel Reports" where possible and any valid security clearances.

2. The Role Description

It is not always possible due to the nature of the contracts to have job description available prior to applications are received. Where possible positions will have a job description outlining the role and responsibilities of the position however in most cases this is presented to successful applicants once contracts are awarded.

3. How to apply

Where possible all documentation is required electronically for screening, however should the applicant not have access to this technology, an original signed copy via post with all attachments will be accepted. General applications received will be kept on file electronically for future positions as they present should applicants be assessed as suitable. Those applicants identified as 'not suitable' will be destroyed and the applicant advised accordingly.

Applicants are to ensure the following process is applied prior to submitting their documentation:

- Submit a complete application signed/dated,
- A resume detailing work experience/skills with dates of employment listing major duties or responsibilities and accomplishments,
- Certified (JP or equivalent) copies of any certificates, awards or degrees to support your application.
- Ensure three (3) referees who are able to provide comment on your ability are provided with valid contact details.

Note: Please do not send original copies of awards, certificates or qualifications through the mail. Head Office will take no responsibility for any original records sent by post that become lost or damaged.

4. Late Applications

Where positions are advertised, acceptance and consideration of any late applications is at the discretion of the Selection Panel. If your application is late, you **cannot** seek to appeal against non-appointment to the position you have applied for.

5. The Selection Panel

A selection panel consisting of a minimum of two (2) people will be convened for the selection process. This panel will have sound knowledge of the requirements and outcomes of the position, and an understanding of the recruitment and selection process. . Selection recommendations will be free from bias in relation to any applicant.

6. The Selection Process

The selection process includes consideration of the applications, short-listing and a range of selection techniques applicable to the position selection criteria. The selection techniques utilised can include panel interviews, one on one technical competency telephone interviews; work samples and/or aptitude and ability tests.

The final technique used will be **Reference Checks**. Referees will be contacted by members of the Human Resources Department during the selection process, if necessary, to verify information and increase the amount of data, relevant to the selection criteria, available to the panel to appoint the best applicant to the position.

The basis for selection for contract work is the relative merit of each applicant in relation to the Role Description. Selection on merit means direct competition between applicants to identify the best person for the job.

7. Notification of Appointment

Where a position presents, all suitable cleared candidates will be advised via writing to assess their availability. Once the appointment of the selected candidate has been approved, both the appointee and all unsuccessful applicants will be advised in writing as soon as possible.

8. Post selection feedback

Post selection feedback is available to all applicants upon request. This can be arranged through the Human Resources Manager. This feedback will be based upon an assessment of the applicant's suitability in regard to each of the selection criteria. A comparative assessment in relation to the successful applicant **may** be given. *Personal information and/or subjective comments about applicants or the selection process itself will not be disclosed.*

9. Applications and Information Submitted

The *Privacy Policy* states that all applications submitted will be treated as strictly confidential. The privacy policy does not allow the sharing of information or applications with other parties without the permission of the applicant or owner of the information. All suitable applications will be kept on the employment database for a period of 2 years unless advised by the applicant not to do so.

10. Enquiries Regarding Employment Applications

All enquiries regarding the completion of application forms or the progress of applications for employment can be directed to the Human Resources Manager via email to <http://www.asa-australia.com/employment>.

Please Send Your Completed Application Kit through the Anodyne Services Australia website <http://www.asa-australia.com/employment> or those that do not have access, post to:

**The Human Resources Manager
Anodyne Services Australia
PO Box 1121 Archerfield
Brisbane, Queensland, Australia 4108**