

# Information for applicants

## Introduction

This document has been developed for applicants to foster an understanding about the general process of progression and tools utilised in our recruitment and selection processes. This information should assist applicants in preparing their applications for employment with Guide Dogs NSW/ACT.

## Job Advertisements

We advertise our vacancies in the *Positions Vacant* section of our website. Additionally we may place our advertisements on job search websites (e.g. SEEK), regional newspapers and/or in industry specific media to attract a pool of applicants for our positions.

The job advertisement contains a summary of the duties and responsibilities of the role. It also outlines the skills, knowledge and experience required to satisfactorily perform the job; and accordingly these requirements form the selection criteria that will be used to assess the applicants for the role.

## Contact person

This person is named in the job advertisement and may be contacted to answer any further questions you may have about an employment vacancy. It should be noted that the Guide Dogs NSW/ACT website contains information that may assist applicants in preparing their employment applications and/or to prepare for an interview.

## Preparing your application

Your written application must provide us with sufficient relevant information to demonstrate that you meet the selection criteria of the position. Without demonstrating this, you cannot progress to a further stage in our selection process.

Your written application may comprise of your resume and a covering letter that demonstrates your capacity to meet the selection criteria. At minimum, you will be required to submit your resume for consideration against the position requirements.

Your resume must be current, clear and concise; outlining your:

- Personal details, including contact information
- Completed education and training (including dates)
- Prior employment history (including name of employer, your job title, the period of employment, your main duties and responsibilities, your main achievements)
- Other relevant skills and experience gained outside of work
- Name and contact information of at least two referees (your current or most recent supervisor and other employment-related referees are preferred)

## How to submit your application

Applications for employment in response to an advertised job vacancy may be sent via email to: [jobs@guidedogs.com.au](mailto:jobs@guidedogs.com.au). Please ensure that the reference number or position title for the job vacancy is quoted so that your application may be assigned accordingly.

Alternatively you may post your application to the **HR Officer, Guide Dogs NSW/ACT, PO Box 1965, North Sydney NSW 2059**.

You are advised to submit your application for an advertised job vacancy as soon as possible. Where we have not advertised a closing date for applications, we may commence our selection process as soon the first application is received and we may complete our selection process after the first suitable candidate is identified.

## **Stages in the selection process**

Guide Dogs NSW/ACT is an equal opportunity employer. Our appointments are based on merit. All applicants will be treated fairly and without unlawful discrimination throughout our recruitment and selection processes.

The selection process to be undertaken for a job vacancy is agreed with the recruiting manager prior to advertising. The selection methods used vary. We may utilise assessment on the basis of applications, interviews, tests, referee reports, work samples and/or security checks in our selection processes.

Our job vacancies may be advertised internally in first instance to afford internal staff and their contacts the opportunity to put their claims forward for the position. Where a job is advertised externally, it is placed in appropriate media as agreed with the recruiting manager and on the Guide Dogs NSW/ACT website (as outlined in the 'Job advertisements' paragraph).

Generally we allow one week for applications prior to beginning a selection process. Applications are assessed in the order that they are received against the selection criteria for the position. Candidates shortlisted for further assessment will be contacted for an invitation to an interview or a short phone screening. The stages that follow in our selection process are advised to candidates invited to attend an interview.

Should an applicant require any special arrangements to be able to attend an interview and/or participate in any other form of assessment utilised in our selection process; the applicant should advise the contact person (or the person arranging the interview or assessment) as it becomes apparent prior to the scheduled time. We will endeavour to accommodate your requirements.

## **How we advise applicants of the outcome**

Applicants are entitled to ask for feedback on their applications. We advise all applicants of an advertised job vacancy of the outcome of their application at the end of our selection processes. We may communicate this advice via phone, email or other written correspondence.

## **Eligibility for employment**

To be eligible for employment with Guide Dogs NSW/ACT you must:

- Be eligible to work in Australia
- Complete a 6 month probation period
- Produce certified copies of any qualifications listed in your resume or application for employment

Additionally, you may be required to undertake:

- An identity, character and/or security check (i.e. your consent to a Working With Children Check and/or Police Check may be required depending upon the responsibilities assigned to the position)
- A Medical Check (i.e. may be required to ensure your fitness for duty and/or to determine the workplace modifications necessary)

## **Some of the benefits of employment at Guide Dogs NSW/ACT**

- Generally a standard 35 hour working week (full time)
- Join a renowned service provider to clients with vision impairment and undertake rewarding work valued in the community