



## How to Apply for a Position at 2Connect Youth & Community Inc.

When applying for a position, you must:

1. Write about your experience and skills for each essential and desirable selection criteria. This can be a brief paragraph or two with headings for each criteria outlining your skills and experience.
2. Provide the names of two referees and their contact phone number. A referee is someone who is familiar with your work. If you have an interview, and the interview panel is interested in offering you the position, we will first contact your referees to confirm your skills, abilities and experience.
3. Provide a copy of your C.V. (resume)

If this information is not provided, you may not be offered an interview as we will be unable to determine your suitability for the position.

### **Interview Panel**

An interview panel will be established to cull applicants (select applicants from the written applications who are suitable to come for an interview), write the interview questions, interview applicants and contact referees.

2Connect Youth & Community abides by Equal Employment Opportunity principles. Each applicant will be treated fairly and in a non-biased way. Where any member of the interview panel knows an applicant, that member must disclose how they know the applicant. If the relationship between the parties is a conflict of interest, and will influence the interview panel member's ability to provide a fair and non-biased opinion, the interview panel member will be replaced as soon as possible.

### **Culling Process (Selection from written applications)**

Once applications are received the interview panel will cull applicants. All applications will be treated as confidential and only members of the interview panel will view and discuss applications.

In culling applicants, the interview panel will progressively exclude:

- ✓ Those who do not adequately meet all the essential criteria
- ✓ Those who do not adequately meet any of the desirable criteria in cases where the numbers of applicants who adequately meet all the essential and most of the desirable criteria is high

The panel has the discretion to interview applicants who may have not clearly addressed all the essential criteria, but have demonstrated potential to fulfil the criteria. This will give the interview panel the opportunity to more fully examine the applicants' credentials.

Overseas qualifications will be considered and accepted where possible and appropriate.

The interview panel will re-advertise the position if there are no applicants who fulfil at least the essential qualifications stipulated in the advertisement.

### **Interview Process**

If you are selected for an interview, you will be informed with reasonable notice of:

- ✓ the time of the interview;
- ✓ the approximate duration of the interview;
- ✓ the number of people on the panel;
- ✓ the place of the interview; and
- ✓ any expectations regarding examples of previous work, etc.

Interview questions will be made available to interviewees 5 minutes prior to the commencement of their respective interview.

The interview questions will be standard for all people being interviewed for this position, and will be based on the selection criteria and the position description.

Information received during the process of recruitment will be kept confidential and shared only with the interview panel.

### **Post Interview Procedure**

A member of the panel will contact the referees of the person selected for the position.

A member from the interview panel will contact the successful applicant. Once the position has been accepted, a member from the interview panel will also advise unsuccessful applicants who were interviewed. (The panel member can provide feedback).

If you were not asked for an interview, you will receive a letter to confirm this. You are welcome to ring the organisation and seek feedback if you desire.

### **Working with Children Check**

Child-Related positions have a legal requirement that the successful applicant must hold a current Working with Children Check clearance prior to commencement of employment, under the Child Protection (Working with Children) Act 2012. Information on the 'Working with Children Check' may be obtained from the NSW Office of the Children's Guardian web-site at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) .

### **And remember...**

Your application should include your CV (resume) and document addressing the selection criteria outlined in the job description (think of this as an opportunity to demonstrate your "written communication skills"). Don't be shy!

Please ensure your application gets to us by the due date emailed to:

[manager@2Connect.org.au](mailto:manager@2Connect.org.au) (NB we will email you to confirm receipt of email applications - if you do not receive a receipt it means we have not received anything. It is **your** responsibility to ensure that email applications get through!)

**Good luck!**