



SECTION 1 - STAFF VACANCIES

Thank you for your interest in this vacancy. You will find vital information to support your application in the Position Description and in the information below. Once you have read the required information, please follow the prompts to proceed with your application.

Making Enquiries

- For information about the duties and nature of the position or progress of the selection process, contact the person specified in the advertisement.
- Any other enquiries (e.g. change of address or contact number) can be directed to Human Resources on 6488 7893.

Completing your Application

Include the following information in your application:

- A covering letter that provides the selection committee with sufficient information that demonstrates that your capabilities fulfil the requirements of the position. You do not need to provide a specific statement addressing each selection criterion (however, you may if you wish). Alternatively, you may provide a mini-statement that gives examples of how you meet the critical selection criteria. You will be required to demonstrate that you meet all the relevant selection criteria to be considered for an interview.
- A résumé (curriculum vitae) providing your personal details, qualifications and work history.
- The names and day time contact details of two work related referees (refer Referee Check Authorisation).
- Show evidence of your eligibility to work in Australia if you are not an Australian citizen.
- Please indicate in your covering letter the position(s) for which you are applying. A separate application is required if you are applying for a different position.
- If you are considering applying for one position that has different levels (dependent on skills and experience), indicate this in your covering letter and submit only one application. Your application will need to aim to meet the requirements of the highest level in order to be competitive for the higher level.

Supporting Material

Please do not include original documents with your application, e.g. qualifications, as copies are sufficient at this stage. Should you be selected for an interview, you may be required to provide original documents.

Lodging Your Application

1. **Electronically**

- Save your application in a common format e.g. Microsoft Word (.doc), PDF, Rich Text Format (.rtf).
- Please insert the 4 digit advertisement reference number in the subject heading, attach your supporting documentation and e-mail your complete application as an attachment to jobs@uwa.edu.au

2. **By Mail or in Person**

- Address your cover letter to HR Adviser, Human Resources.
- Your application needs to reach Human Resources by 5:00 pm on the closing date. If you are forwarding your application through the post, please ensure that you allow enough time for it to reach us before the closing time.
- Please submit your application, stapled in the top left hand corner with the following mailing address to:
Job Vacancies, Human Resources
The University of Western Australia
M350
35 Stirling Highway
Crawley WA 6009
- Please do not use a plastic or cardboard folder for your application.
- In person, drop off your application to:
Human Resources Reception
1st floor Motorola Building
Cnr Cooper & Fairway Sts.
Crawley

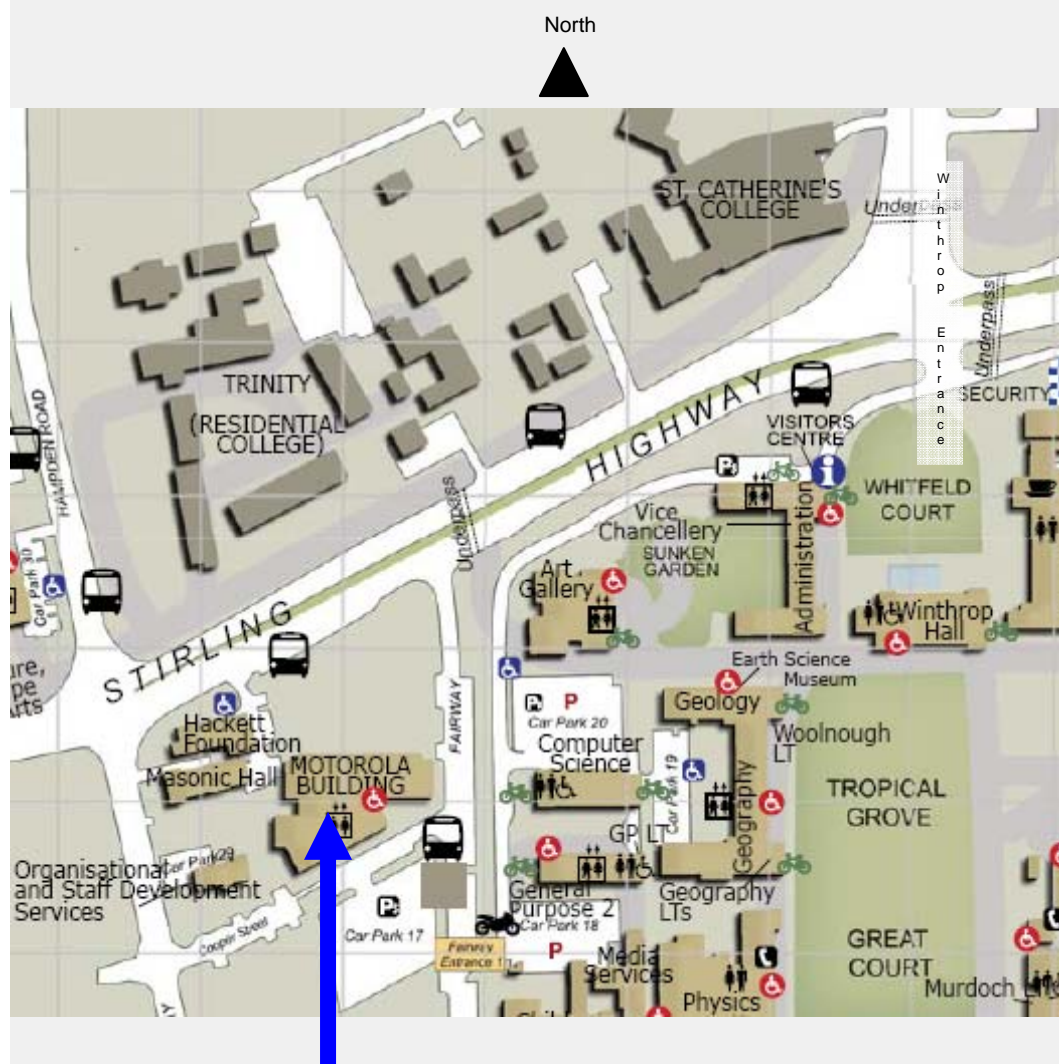
SECTION 1 - STAFF VACANCIES (continued)

Preparing for an Interview

- The interview questions will be position-related and based on the selection criteria. You will be expected to provide examples of work situations where you applied the required knowledge, skills and abilities.
- Re-read your application and the Position Description.
- Focus on the duties of the position and think about how you would carry them out. Consider any challenges you might encounter and how you would resolve them.
- Organise any reports or examples of your work that you consider relevant for presentation at the interview.

The Interview

- The members of the selection committee will take notes to assist in recalling your details when making their decision.
- Take time to answer each question fully without unnecessary details and seek clarification if necessary.
- Relate your answer to direct experience you have had.
- If other selection methods are to be used in conjunction with the interview you will be advised prior to the interview.



HUMAN RESOURCES is here, 1st Floor Motorola Building, Cnr Fairway and Cooper Streets, Crawley.

We encourage the use of sustainable transport options. Please see www.transperth.wa.gov.au for bus and train timetables. There is, however, short term paid public parking across the street.

SECTION 2 - ADVERTISED POSITION DETAILS

All applicants are requested to complete the following information and email this with your application (preferred) or print it out and attach to the front of your application.

Advertisement Reference (Ref) number

Position Title

SECTION 3 - APPLICANT DETAILS

Gender F M Other Preferred Title Ms Miss Mrs Dr Mr

Last Name

First Name(s)

Unit Number Street Number Street Name

Suburb

State Post Code Country (Leave blank if Australia)

Mobile Home Telephone Home Facsimile

Work Telephone Work Facsimile

Email

Are you a current UWA staff member? No Yes → Staff Number

SECTION 4 - ACKNOWLEDGEMENT SLIP (optional)

Note: You will receive an acknowledgement of your application by email. Please only complete this section if you do not have an email address to acknowledge receipt of your application. Do not detach this section.



Thank you for submitting your application. The selection committee will now consider your application. The selection process is usually completed within four weeks from the application closing date. You will receive a letter indicating the outcome of the selection process. You will be directly contacted if you are required to attend an interview.

Ref Number

Name

Address

Postcode

SECTION 4 - AUTHORISATION TO CONDUCT REFERENCE ENQUIRIES

I (please print) authorise The University of Western Australia to authenticate the claims made in my application. The University of Western Australia will treat all information obtained in a strictly confidential manner and will not release any information to any other party unless authorisation to do so has been obtained from the applicant.

Signature Date (dd/mm/yy)

SECTION 5 - HOW DID YOU FIRST HEAR ABOUT THE VACANT POSITION?

Please indicate how you heard about the position (tick one)

	Source	Code
<input type="checkbox"/>	Word of mouth from UWA staff.	13
<input type="checkbox"/>	Professional network (please specify) <input style="width: 200px; height: 15px;" type="text"/>	14
<input type="checkbox"/>	Web – jobs.uwa.edu.au	10
<input type="checkbox"/>	Web – seek.com.au	15
<input type="checkbox"/>	Web – UniJobs.com.au	11
<input type="checkbox"/>	Web – professional careers site (please specify) <input style="width: 200px; height: 15px;" type="text"/>	16
<input type="checkbox"/>	Web – other Please specify <input style="width: 200px; height: 15px;" type="text"/>	20
<input type="checkbox"/>	Print – West Australian Newspaper	01
<input type="checkbox"/>	Print – A WA Community Newspaper	17
<input type="checkbox"/>	Print – Other WA newspaper/newsletter (please specify) <input style="width: 200px; height: 15px;" type="text"/>	09
<input type="checkbox"/>	Print – The Australian Newspaper	02
<input type="checkbox"/>	Print – Other national newspaper (please specify) <input style="width: 200px; height: 15px;" type="text"/>	08
<input type="checkbox"/>	Print – International newspaper (please specify) <input style="width: 200px; height: 15px;" type="text"/>	07
<input type="checkbox"/>	Print – Journal (please specify) <input style="width: 200px; height: 15px;" type="text"/>	18
<input type="checkbox"/>	Recruitment Agency (please specify) <input style="width: 200px; height: 15px;" type="text"/>	12
<input type="checkbox"/>	Other. Please specify <input style="width: 200px; height: 15px;" type="text"/>	19