

INFORMATION FOR APPLICANTS



WESLEY COLLEGE
By daring & by doing

WESLEY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

These guidelines have been designed to assist you when applying for a position at Wesley College. Please use the following as a guide when making your application.

SHOULD YOU APPLY?

Please refer to the website information (and job description if supplied) and specific criteria to assess your suitability and optimise your application.

WHAT TO INCLUDE IN YOUR APPLICATION

You will need to provide us with a covering letter and an up-to-date CV, as well as supporting information as requested in the application process.

COVERING LETTER

- Specify the position you are applying for and reasons why you believe you would be suitable.
- Highlight skills, knowledge and attributes which you believe meet the criteria for the position.
- Highlight positions you have held which support your application.

CV

- Provide personal details (include name, address, best contact telephone number and email contact).
- Provide TRBWA registration number (academic staff) and Working with Children Check (WWCC) number if you have them.
- Specify if you are eligible to work in Australia (include residency status/ Visa type).
- Highlight your education, training and relevant professional development.
- Provide your work history (summarise positions held and the dates, responsibilities and duties).
- Highlight skills, knowledge and attributes you have gained through your experience.
- Give any other relevant details.
- List two professional referees (see opposite).

THE INTERVIEW

The interview process is designed to allow you to talk to us about your work history, how your experience and background meet the criteria of the job, your interest in the particular role, the people you would be working with and the environment. Job and organisational 'fit' are important to our recruitment process.

Candidates are interviewed by a selection panel usually consisting of the immediate supervisor, Human Resources and another person who is involved in the job.

The interview structure is a mix of general questions, behavioural questions, scenarios and discussion about your skills, experience and suitability for the position and organisation.

PREPARING FOR THE INTERVIEW

The interview is a two way process—an opportunity for us to learn about you as well as an opportunity for you to learn about the position, Wesley College and whether you feel it is the 'right' job and organisation for you. With this in mind the following should be considered when preparing for your interview:

- What are the job criteria and can you give examples of how your skills, experience and past work situations match these criteria?
- What are some of the highlights in your career and how these would contribute to your work at Wesley College?
- What are some of the challenges you might encounter in your job and how you would best deal with them?
- What are your areas of strength and areas for development?
- What are you seeking in your next career move?
- What type of organisation would you like to work in?
- What questions do you want to ask the panel?

REFEREES

All job offers are subject to referee checks (and other screening checks as outlined in this document).

Please provide two referees who can describe your work performance. We suggest you contact your referees to advise them that you have applied for a position at Wesley College.

CLOSING DATE

Please ensure your application is received by Human Resources by the advertised closing date, as late applications will not be accepted.

REQUIREMENTS OF WORKING AT WESLEY COLLEGE

Depending on the nature of employment at Wesley College, applicants must either be a permanent resident of Australia or have the appropriate working visa to be employed by the College. Documentary evidence must be provided prior to commencement.

All staff are required to undergo a Working with Children Check or be Registered with TRBWA (Academic Staff) when employed by Wesley College.

ACKNOWLEDGEMENT OF YOUR APPLICATION

Applications will be acknowledged automatically when lodged online. Candidates shortlisted will be contacted by telephone and invited to an interview. Those who attend an interview and are not successful will be advised by telephone. Candidates who are not shortlisted for an interview will receive written advice that their application has not been successful, once the recruitment process is complete.

ENQUIRIES

If you have any questions about or during the recruitment process please contact the Human Resources on **9368 8089** or hr@wesley.wa.edu.au