



## How to Apply for a Position

When applying for a position, you must:

1. Obtain and read the Position Description
2. Write about your experience and skills for each essential and desirable selection criteria. This should be a brief paragraph or two with headings for each criteria outlining your skills and experience for that criteria.
3. 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 selects you to progress in the process, we will first contact your referees to confirm your skills, abilities and experience.
4. Provide a copy of your 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. AMWW abides by Equal Employment Opportunity principles. Each applicant will be treated fairly and in a non-biased way, and selection will be based on merit according to selection criteria.

### **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...**

Please ensure your application gets to us by the due date, either sent through the job seeking portal where the position was advertised, or emailed to us as per the information in the job package