

## How to submit your application:

Your application should comprise three parts:

### A cover letter.

This should include your full name, address and contact phone number and the position for which you are applying. Briefly outline why you are applying and provide a summary of your skills and experience which meet the requirements of the position.

### Statements addressing key selection criteria.

You should address each of the key selection criteria as outlined in the Position Description. We will assess applicants for shortlisting based on how your skills, knowledge and experience meet these criteria. Include examples demonstrating knowledge, skills and experience where relevant.

### Resume.

Your resume should include the following:

- Education/ qualifications
- Employment history, beginning with most recent and outlining position, length of employment and responsibilities.
- Two referees with daytime contact phone numbers.

## Recruitment Process

We will acknowledge your application.

We will undertake a short-listing process, assessing each application on its merits.

Those selected for interview will be contacted within 10 working days of applications closing.

The interview panel will consist of a minimum of two employees, who will use a weighted grading system to achieve an outcome.

The successful applicant will be offered the position.

Unsuccessful applicants will be notified.

Clarification of the process, or further information, is available from the Operations Manager on 1300 374 765 or email [humanresources@gvlibraries.com.au](mailto:humanresources@gvlibraries.com.au).

