



## NAH Employment Application Information

### DOC-HRM-001

The following information is provided to assist you in preparing and submitting your written application and to plan for the selection interview. You may be applying for a specifically advertised position, or submitting your resume for general position vacancies.

Selection generally involves a written application, our recruitment questionnaire, an interview with the HR Manager and a referee check. An on-the-job assessment may also be conducted.

You will need to provide the following with your application:

#### 1. Cover letter

This is a single page letter summarising your application. It will explain your current situation and why you wish to be successful in obtaining employment with NAH. If you are seeking casual work, effectively illustrating your availabilities and optimal work days is essential. A brief summary on your background and relevant experience should be provided. Some detail on your intended career pathway or goals would be helpful. Finally, some information on your personal interests and motivators, this will allow us to get more of a feel for you as a person and how you may fit into our Team.

#### 2. Curriculum vitae (Resume)

This should include the following information:

- personal details (name, address, contact details)
- a photograph of yourself in a work or study setting
- list of academic qualifications and/or current studies (attach photocopies of qualifications and transcripts)
- details of any relevant training courses
- memberships of relevant professional bodies
- relevant activities you have undertaken external to work (volunteer groups etc.)
- summary of your work experience from most recent to least recent. Include dates, employer name, position title and details of tasks/responsibilities). Include all work positions and note any reasons for unemployment
- major accomplishments at work
- at least two Referees (name, relationship/position title, organisation, contact number(s) or details). It is recommended that Referees be contacted for approval prior to submitting CV/Resume.

#### 3. Recruitment questionnaire

The recruitment questionnaire specifically addresses information to allow the selection panel to assess your ability to perform the duties of the vacant position and be a valuable Team member. Applicants will be short listed for further assessment based on their ability to meet the essential competencies and their overall competitiveness against other applicants.



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When addressing these points it is tempting to write too much. However, panels will evaluate your ability to demonstrate your competitiveness against competencies by recent, relevant and high quality examples. Aim for quality rather than quantity. In demonstrating to the selection panel that you meet all essential competencies it is important that information is presented in a clear, relevant and concise manner. Please check your work for correct spelling and punctuation.

The recruitment questionnaire is available for download from our website:

[www.naturalarea.com.au](http://www.naturalarea.com.au)

### 4. Submitting your application

Applications should be submitted electronically where possible, and clearly typed. If you are applying for more than one position, separate applications must be competed.

Applications can be submitted to:

**Davina Summers HR Manager**

**[davina@naturalarea.com.au](mailto:davina@naturalarea.com.au)**

**99C Lord St, WHITEMAN WA 6068**

If a closing date is listed, please ensure your entire application reaches NAH prior to 4:00 pm on that day.

### 5. Advice on interview preparation

If you are shortlisted for further assessment, the following information will assist you in preparing for an interview:

- dress appropriately, as you would for a day of work in the position, with closed shoes
- arrive on time, or ahead of time
- all interview questions will be position related
- similar questions will be asked of each applicant
- do not assume that the interviewer is aware of your suitability for the position
- answer questions honestly and completely, without unnecessary detail
- provide any relevant reports, examples of your skills and abilities
- focus on the duties of the position and demonstrate your suitability, through effective examples

### 6. Equal Opportunity

NAH seeks to provide an opportunity to the 'most suitable and available people'. In line with NAH equal opportunity policy, the recruitment process is open, competitive and free of bias, unlawful discrimination, patronage and nepotism.

NAH hopes that you have found this information helpful and we look forward to receiving your application.