

**GUIDE TO APPLYING FOR EMPLOYMENT WITH
NORTEC EMPLOYMENT AND TRAINING LTD**

NORTEC Employment and Training Limited are always looking for dedicated, proactive people with wide ranging skills and experience to work within the Employment Services unit.

NORTEC Employment and Training Limited use key selection criteria (KSC) as the foundation and framework of its recruitment and selection process. These criteria are the key elements of what skills or abilities NORTEC has identified, and require, for someone to competently perform in this role.

Previous employment services experience **is not** a prerequisite for employment with NORTEC Employment and Training Limited but it is important for you to clearly and concisely communicate how you believe your knowledge, skills and experience meet the requirements of the key selection criteria listed.

The extent to which you adequately and appropriately address KSC will influence whether your application is considered suitable for progression within the recruitment process.

The purpose of this guide is to assist you in preparing your application through the provision of tips and hints for addressing the key selection criteria.

- Before commencing your application, carefully read the Key Selection Criteria. As important are the detailed personal attributes and qualities that the organisation requires of the person filling this position.
- When asked to demonstrate your experience, skills and abilities within your responses to the KSC, it will be beneficial if you can apply the **claim – evidence – benefit** rule. i.e. make your claim, back it up with the evidence and state the benefit to the organisation /clients / external customers etc.
- Information or detail we will be looking for in responses to criteria are:
 - **demonstrate....** – details of previous experience and examples or successes achieved in previous roles, duties or similar experiences etc
 - **ability....** - details of previous responsibilities and examples of how well you performed etc
 - **proven experience / track record....** – achievements or improvements you implemented, positive feedback received, roles or duties, successes etc
 - **proven knowledge....** – how was this attained, how is the knowledge implemented, what benefits were achieved etc
 - **an understanding of...** - outline key elements, site best practice, indicate level or extent of knowledge or instruction received, how you implement it etc
 - **qualifications....** – provide copies of documents only, indicate how the learning is implemented in the workplace etc
- Don't be reluctant to detail your past achievements and successes in the key areas we are looking for, as your application is an important step in the process of convincing a selection panel that you should be offered an interview.
- Your response to each criterion must commence on a separate page. While each criterion may require a different level of content, your responses should ideally not exceed 1 page in length per criteria.
- Ensure that each page indicates your name, page number in the header or footer.

- All applications must be accompanied with an up-to-date Resume or CV together with copies of relevant qualifications.
- You will be asked to nominate up to three (3) referees. You should ensure that these referees are aware that they may be contacted to provide feedback on your past work related experience.

Completing your application

Selection is based on merit and your application must include:

- Answers addressing the Key Selection Criteria (KSC) outlined for the position.
- Your current resume containing personal information, citizenship status, qualifications and experience.
- Contact details for at least 2 employment related referees.

It is recommended that you read the Guide to Completing KSC to ensure your application is compliant with NORTEC's requirements.

Submitting your application

1. Go to the Careers@Nortec webpage on the NORTEC website.
2. Click on the role that you are wishing to apply for.
3. Review the Role Description which includes Key Selection Criteria at the bottom of the Role Description.
4. Applications must address any Key Selection Criteria and submit together as **one** document with your current resume. Please see 'guide to completing selection criteria' for further clarification.
5. When you are ready to submit your application click on the 'Apply Now' button and follow the prompts. Remember that you must submit your Resume and responses to Key Selection Criteria in **one** document.
6. All applicants must have the right to live and work in Australia.

If you have any questions please contact HR on (07) 5589 7800