



INFORMATION FOR JOB APPLICANTS

Decisions relating to the engagement or promotion of employees in ARPANSA are based on merit, meaning that:

- an assessment is made of the relative suitability of the candidates for the duties, using a competitive selection process; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

The engagement of successful applicants will be subject to the fulfilment of the following conditions:

- health and character checks
- satisfactory assessment of conduct and performance following a probation period
- Australian Citizenship – ARPANSA will not engage as an APS employee, a person who is not an Australian citizen unless the Agency Head considers it appropriate to do so.
- Security clearances maybe required for certain positions designated as Position of Trust.

GUIDELINES FOR PREPARING JOB APPLICATIONS

An evaluation of your written application is the first part of the selection process. The information contained in your application should include personal details, a Curriculum Vitae (C.V)/Resume, a statement of claims addressing the selection criteria and referee and/or supervisor contact details. The written application should convey relevant and accurate information about you and your suitability for the position.

Applications should contain the following information:

PERSONAL DETAILS

Please complete the "ARPANSA Application Cover Sheet" and attach it to the front of your application.

STATEMENT OF CLAIMS ADDRESSING THE SELECTION CRITERIA

This is your opportunity to demonstrate your suitability for the position. It should not be a re-statement of the selection criteria but should demonstrate that you understand what the position requires, and that you have the necessary skills, experience, abilities and personal qualities.

Each criterion should be addressed separately and must substantiate your claims to the position with examples from your work experience.

You should draw on any relevant experience, skills and abilities you have acquired in your present and past positions in the Public Service and/or the private sector or other work or skills. In general, your statement against the selection criteria should be no longer than half a page for each criterion.

CURRICULUM VITAE (C.V.)/RESUME

This should generally be no longer than 2 or 3 pages. It should include an outline of your previous work history in chronological order starting with your most recent position together with a brief description of the duties associated with the positions you have held.

REFEREE REPORTS

Your application should include the name and telephone number of at least 2 persons who have agreed to act as a referee for your application. One of these persons should be your current supervisor who should provide comment on your performance in relation to the selection criteria.

Written referee reports are required unless the selection committee has indicated otherwise. If you are selected for interview it is your responsibility to provide referee reports before, or at, the interview. Should a referee also be a member of the Selection Committee, the referee's report must be provided prior to interview. Referee reports must address the selection criteria and forms are available from ARPANSA.

GENERAL INFORMATION TO APPLICANTS

In most cases, your application, interview, supervisor's/referee's comments &/or report are taken into account to reach the final assessment. However, there may be occasions where an interview may not be necessary and assessment will be made on the basis of the application and referee report only.

Your application should:

- be concise, clear and relevant;
- be organised in an easy to follow format;
- comment on the extent to which your claims meet each selection criterion;
- provide specific examples against the selection criteria.

DO NOT:

- provide a re-statement of the selection criteria in the statement against selection criteria;
- provide great detail about duties performed many years ago and that are not relevant to the position you are applying for;
- submit a long application;
- use third or fourth generation photocopies of previous applications or very general applications.

CLOSING DATES AND RECEIPT OF APPLICATIONS

It is your responsibility to ensure that your application is received by the closing date. Applications must be lodged at the correct address by close of business on the closing date. The selection committee is under no obligation to accept late applications.

Send your application to:-

Recruitment Officer

ARPANSA

PO Box 655

MIRANDA NSW 1490

Email: recruitment@arpansa.gov.au

INTERVIEW

If you are selected for an interview you will be advised of the time and date of interview at least two days in advance. You will be advised in writing if you are not selected for an interview.

EEO GROUPS

Applicants who are Aboriginal or Torres Strait Islander, who come from a non-English speaking background or have a disability may wish to indicate this on the "ARPANSA Application Cover Sheet" form. Where possible, facilities will be made available for applicants with disabilities.