



*Generations of vibrant, healthy and strong
Aboriginal communities*

MAC Inc. ABN: 54 334 685 198 trading as Mallee District Aboriginal Services

HOW TO APPLY FOR A POSITION AT MDAS

Document Number: MDAS-PNC-FOR-107.01

This guide has been designed to help you understand our recruitment process and provide you with some tips and ideas for ensuring that your application gives you the best chance of gaining an interview and your interview performance is high quality and relevant.

Our Selection Processes

Estimated timelines for the steps in our recruitment process are:

- Advertising – 2 weeks.
- Shortlisting – 2 weeks.
- Interviews – 1 to 2 weeks.
- Offer of Employment – 1 week.
- Total of approximately 8 weeks.

How to Apply

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Selection Panel to decide whether you should be interviewed for the position.

Applicants should prepare the following information:

- Complete the MDAS Job Application Form (Available from the MDAS website www.mdas.org.au)
- A current resume.

Addressing the Selection Criteria

Applicants are required to address the Key Selection Criteria by responding to the questions in the MDAS Job Application Form. These questions are customised to each position based on the current climate and priorities for the vacant position. Selection Criteria are used to describe the skills, knowledge, qualities, abilities, experience and qualifications needed to successfully undertake the role.

For further assistance on addressing selection criteria refer to the following links;

<http://careers.vic.gov.au/vacancies/key-selection-criteria>

<http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet5>

<http://jobaccess.gov.au/content/how-write-selection-criteria>

Do

- Read the Position Description.
- Note the closing date for applications.
- Address the Selection Criteria detailing how your skills, abilities, experience and qualifications meet these criteria.
- Ensure you complete all section and answer all questions on the MDAS Job Application Form.
- Ensure you provide a telephone contact number in your application.

Don't

- Assume that the Selection Panel knows anything about you.
- Submit a generic application.
- Provide multiple copies or present your application in a binder.
- Attach original certificates or references
- Don't be deterred if you do not obtain an interview. Consider why you may not have been chosen and ask the contact person for some feedback on your application.

Submitting Applications

Email to:

positionvacant@mdas.org.au

All emailed applications will be acknowledged.

Deliver in person to:

People and Culture Team

Mallee District Aboriginal Services

113 Madden Avenue

MILDURA

The Interview

- Each application will be assessed against the Selection Criteria for the position.
- Applicants who most closely meet the Criteria will be offered an interview.
- You will be contacted by phone if you have been selected for an interview.
- You will be provided with details regarding the time, day and location of the interview.
- The interview panel will usually consist of three panel members, the majority of panel members will be of Aboriginal / Torres Strait Islander decent and will consist of both male and female members.
- During the interview, panel members will ask questions to provide you with an opportunity to expand on the information already provided in your application. The panel will then consider the information in your application and that provided through your interview to determine the best candidate for the position.
- You will have an opportunity in the interview to ask questions.

- If you have not provided referee details on your resume, be prepared to provide them at the interview.
- Referee checks will be conducted for the preferred candidate at the conclusion of all the interviews. Referee checks may be conducted on more than one candidate where the panel considers multiple candidates suitable to be appointed to the position.
- Please contact the People and Culture team if you are running late, cannot attend the interview or wish to withdraw from the process.
- If you are unsuccessful in obtaining an interview, you will be notified in writing.

After the Interview

The successful applicant:

- Will be notified by phone that they are the preferred candidate pending pre-employment checks.
- Will have the relevant pre-employment checks conducted.
- Will be formally offered the position on successful completion of the pre-employment checks.
- Will agree on a start date and an employment contract and New Employee Information Pack will be sent, outlining terms and conditions of employment.

The unsuccessful applicant:

- Will be advised by via email confirming the outcome.
- Is able to contact the interview panel members for feedback on their application and interview (details of who to contact for feedback will be provided in the outcome email).
- For further assistance regarding employment at Mallee District Aboriginal Services, please contact the People and Culture Team on (03) 5018 4100 or at
- positionvacant@mdas.org.au.

Frequently Asked Questions (FAQ's)

Can I provide you with a resume even if a position is not currently advertised?

Yes. However, Mallee District Aboriginal Services will usually only recruit staff when there is a vacancy. If a position is subsequently advertised you will need to prepare a new application by completing the relevant MDAS Job Application form and providing a current resume.

How long does Mallee District Aboriginal Services keep my application on file?

Mallee District Aboriginal Services keeps your application on file for 12 months. However, if another position is advertised you will still need to prepare a new application by completing the relevant MDAS Job Application form and providing a current resume.

Who should I contact if I have any questions about the position?

The contact person listed for the specific position you are applying for. This name and contact number will be listed on the vacancy advertisement and on the MDAS website www.mdas.org.au in the careers section.

Thank you for considering employment with Mallee District Aboriginal Services

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