

Applying for a position at ACARA

This document will take you through the application process so that you have the best chance of providing us with the most relevant information in an appropriate format for review.

Applications should be submitted via email to employment@acara.edu.au by the closing date and time (noted under each role advertised) and include the following:

- a brief (1 page) cover letter outlining the role you wish to apply for and your interest in the role
- a separate document addressing in detail each of the Key Selection Criteria (these are located in the Position Description)
- your current CV
- any other information that you consider supports your application for this position.

Please note:

- We prefer these documents to be in PDF format where possible.
- Late applications may not be accepted.

Cover letter

The cover letter should address who you are and why you want to work with ACARA. You will have a chance to give us more detail on relevant experiences or skills when addressing the key selection criteria.

Addressing the key selection criteria

ACARA shortlists applicants based on their ability to satisfy the selection panel that they have the necessary capabilities required to perform in the role.

The key selection criteria outline qualities, knowledge and/or qualification that candidates require to be well-suited to a specific position at ACARA. By addressing the key selection criteria, you have the opportunity to demonstrate you have the ability to perform in the position you are applying for.

When addressing the key selection criteria:

1. Include each criterion as a separate heading
2. Begin with an opening sentence that outlines your claim to that criterion
3. Provide examples from your past that demonstrate how you meet each criterion:
 - Examples should include specific details and provide descriptions of past situations; ideally, examples are employment based scenarios that took place within the last three years.
 - Alternatively, examples can be based on experiences within areas such as tertiary education, voluntary work, community involvement and interests.
 - When describing examples the most suitable method to use is the STAR model. The STAR model involves:
 - A brief outline of the **situation** and context, including the role undertaken;
 - Outlining the **task** you were assigned to do within this role;
 - Describing the **action** or actions taken to perform or manage the task;
 - Outlining the **result(s)** of your actions.

Please note, if you do not address the key selection criteria your application may not be considered.

Current CV

Ensure your CV is up to date and you have listed at least two references or if not listed, you can provide details to ACARA upon request.

It is a good idea to speak to your referees prior to applying so that they know they may be contacted by ACARA. Ideally, referees should be previous direct managers.

Next steps

Once you have submitted your application to employment@acara.edu.au you will receive an automated email notification.

All applications are reviewed as soon after the close date as possible and shortlisted. We will be in contact via email or phone to advise if you have been shortlisted, and/or a phone interview will be conducted. You may then be invited forward for an interview and further information will be provided on the remainder of the process.