

## Applying for a job at Central








At Central we want to make applying for job vacancies with us as simple as possible. This information sheet is provided to assist you to make your application competitive and improve your chances of winning the job.







### Our values

Our values play an important role in how we go about our business and should be addressed where possible in your application. Our values are:

- Ambition
- Respect
- Responsibility
- Professionalism
- Ingenuity

You can access further information on our [vision and values](#) on Central's website.

Tips in applying for a job at Central	
	Ensure you have the information on how to apply for the advertised vacancy which is contained within the advert on JobsWA.
	Make contact with the person mentioned in the advert before applying. They will be able to provide you with additional information about the role and Central.
	Make sure that you address all the requirements specified in the advert in no more than three (3) pages and adopt a standardised font size (e.g. 11 point).
	Before writing your application reflect on the role that you are applying for and how you can best contextualise your knowledge, skills and experience to the position.
	Make sure you address the capabilities and essential role requirements specified in the advert in the context of the key responsibilities of the role. For example, when addressing a responsibility like "directs and manages staff", be explicit about how you apply your relationship management skills (capability) when undertaking this responsibility.
	As you address each of the requirements make sure that in addition to discussing what you have done that you are clear about the outcomes or results. Try and choose examples that are most relevant to the role.
	Wherever possible, weave in reference to Central's values. For example, where you have modelled professionalism highlight this, where you have demonstrated respect, mention it, where you have applied ingenuity make that clear and so on.

	Revisit your resume in the context of the role. Where necessary, make changes to your resume to highlight relevant skills, knowledge and experience that will make you a stand-out candidate for the position you are applying for.
	Include a short cover letter (1 page) with your application that explains your interest in the position and why you think you are the best person for the role.
	Read through your application before submitting it, making sure it makes sense and there are no errors. Get someone who doesn't know a lot about what you do, or have done, to read it also.
	Respond to all questions as part of the Jobs WA on-line application. Your responses to these questions may form part of the assessment of your application.
	Leave enough time to submit your application prior to the closing date and time.
	Should you have any difficulty submitting your application on the jobs WA site, please contact Training Business Centre HR Services on (08) 9203 3737.

## The selection process and decision

If you are short-listed for interview you will be contacted by Central to schedule a suitable interview date and time.

Training Business Centre (TBC) is responsible for notifying all candidates of the outcome of the selection process and will notify you via email and provide details of how you can obtain feedback.

Central has a four (4) day breach period in which candidates can lodge a breach with ETSSC if they believe their application has not been assessed fairly.

When applying on-line you will be asked to provide responses to a series of questions relevant to the submission and online storage of your application. All questions require a response.

## Closing date and time

The closing date and time is listed in the job advertisement on JobsWA. Late applications cannot be lodged and will not be accepted.