



## Guidelines for Preparing your Application

Thank you for your interest in working at MRA. These guidelines are designed to assist you in demonstrating your relevant skills and experience for the advertised position.

Your Application should be written clearly and succinctly and include:

### 1. Completed Application Form

### 2. Resume/Curriculum Vitae (CV) including:

- Personal details
- A summary of your work history
- Details of education and training qualifications and/or achievements, including studies you are currently undertaking and membership of any professional bodies, if applicable.
- Any activities you have undertaken outside work relevant to the position that you are applying for
- You may also wish to include a Covering Letter with your Application.

### 3. Response to the Selection Criteria

The Selection Criteria is outlined in the position's Job Description Form (JDF) and specifies the minimum education, knowledge, skills and abilities required for the position. As an Applicant, the onus is on you to demonstrate that you meet at least the Essential Criteria. See Tips for Responding to the Selection Criteria for more information.

### 4. Referees

- Applicants are required to nominate two referees in support of their application. (Tip: Use Referees who can comment on your experience, skills and knowledge in relation to the Selection Criteria).
- Provide their current details, including your prior working relationship with them, their name, work address and daytime telephone number(s).
- You should have permission from your Referees prior to listing them.

### 5. Closing Date

Vacancies are advertised for a specific period and close at 5pm on the closing date shown in the advertisement. You must submit your completed Application Form, Resume/CV, Response to the Selection Criteria and any other supplementary documents before the closing date and time. *Late applications will not be accepted.*



## Tips for Responding

When putting together your Application, it is mandatory to address the Selection Criteria outlined in the Job Description Form (JDF). This is to be written as an individual document, referred to as your “Response to the Selection Criteria” or “Statement of Claims against the Selection Criteria”.

This document will be given to members of the Selection Panel to illustrate your relevant skills and experience.

When writing your Response to the Selection Criteria, you must:

- Demonstrate your ability to perform the role, using specific details and examples.
- Include an indicator of success or a result, where possible.

One way to do this is to use the **STAR** model, when answering each criterion:

Situation	Provide a brief outline of the situation or setting
Task	Outline what you did
Approach or Action	Outline how you did it
Result	Describe the outcome

Extra tips:

- For each criterion, limit your comments to approximately half a page.
- It is not necessary to address the core organisational requirements as these competencies will be assessed at interview stage.
- After drafting your Application and Response to the Selection Criteria, seek a second opinion on it from someone who knows your work well.
- It is important to be honest as Referees will be contacted prior to appointment.

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