

Graduate Application Information Pack

Am I eligible?

You must meet the following minimum conditions to be eligible for appointment:

- Have successfully completed your undergraduate qualification within the past two years.
- Have your undergraduate qualification in one of the following fields:
Actuarial Science, Statistics, Data Analysis, Mathematics or Economics.
- Have the right to work in Australia.

Which business area will I work in?

Graduates will rotate every 6 months through any of the following key business units:

- Motor Injury Insurance
- RiskCover
- Investments
- Executive
- Human Resources

How do I apply?

Please note: All requested application information must be submitted as a single document, not as separate documents.

Applications must be made through the [careers page](#) on our website. Here you will be asked to:

1. Complete the online **Application for Advertised Vacancy**.
2. Attach a single document containing:
 - Your resume including details of relevant training, qualifications, professional memberships, and contact details of two references (three pages max.).
 - Evidence of achievement of your undergraduate qualification (e.g. Academic transcript.); and
 - Description of relevant study projects or work experience that demonstrates your ability to undertake research, analysis and develop evidence based recommendations (two pages max).

Job application tips?

- Understand what you've been asked to provide in the application, and provide it.
- Understand the job. Refer to the Job Description Form which outlines the responsibilities and essential skills required of the position.
- Make your description of study projects or work experience relate to the essential skills.
- Make your descriptions tend towards being specific and concise.
- Consider what your description of study projects or work experience conveys to the selection panel about your specific skills, actions and achievements?
- Submit your written application on time. No late applications are accepted.

How long will it take?

The indicative recruitment timeline is as follows:

Date	Stage
5.00pm (AWST) Friday, 1 February 2019	Applications close.
February 2019	A Selection Panel reviews all applications and determines a shortlist for interview. Short-listed Graduates contacted for interview.
Late February/Early March 2019	Shortlisted candidates attend interview. References contacted.
March 2019	All Graduates notified of outcome.
April/May 2019	Successful Graduates commence employment.

How should I prepare for the interview?

To prepare for an interview, consider the following:

- Be aware of what the position involves. This can be found on the Job Description Form.
- Focus on the job responsibilities and requirements. Think of examples of situations where you have applied the relevant skills and abilities. Many skills are transferable across different disciplines for e.g. research or teamwork.
- Think about any relevant reports or other documentation you have produced that provide examples of your skills and abilities.
- Take a copy of your completed application and any questions you may wish to ask the panel. You may refer to these during the interview.

At the interview:

- Dress as you would for work in an office environment.
- Everyone gets nervous. Just be prepared and do your best.
- Take time to answer each question. A well thought out answer presented clearly and concisely will be appreciated by the panel.

How will I find out if I've got a job?

You will be notified in writing of the outcome of your application. Unsuccessful applicants are encouraged to seek feedback from the Chairperson of the selection panel.

Graduates selected for appointment will be required to provide:

- A National Police Clearance (which is no more than six months old), available via Australia Post;
- Proof of identity to meet a 100 Point Identification Check;
- Proof of Australian residence status or visa documents detailing your right to work in Australia;
- Original qualification(s) for sighting.

You will be refunded the cost of your National Police Clearance. A criminal record does not automatically exclude you from being employed, and a decision to not employ a person on these grounds is made only after careful consideration of the nature of the offence(s).

What's the Insurance Commission like?

The Insurance Commission offers very attractive employment conditions, competitive salaries and a wide range of benefits. These include:

- A Graduate commencement salary of \$69,896 per annum, plus 9.5% superannuation contribution.
- A focus on employee development through partially paid memberships to relevant professional associations, attendance at local conferences, seminars and development training, as well as in house development opportunities.
- Flexible working options exist to assist our employees to achieve a work/life balance.
- Salary packaging arrangements which use pre-tax income towards benefits such as superannuation.
- A fully managed on-site fitness centre for use at no cost. The fitness centre incorporates personal fitness assessments, a fully equipped gym with aerobics and circuit classes together with a 28-metre pool and full size tennis court.

- An Employee Assistance Program, a free confidential counselling service for employees and their immediate family members to assist with the resolution of personal and/or work related problems.