Application Guidelines for the History Trust of South Australia

BEFORE YOU COMMENCE YOUR APPLICATION

You should thoroughly read the Role Statement. You are encouraged to speak with the contact officer about the vacancy and ask questions if you have any further enquiries or would like any further relevant information.

You will not be eligible to send in an application for this role:

- If you have accepted a Separation/Voluntary Retirement Package from the South Australian Public Sector and are still in the exclusion period that applies as a result of accepting a TVSP

- If you are not eligible to work in Australia. If you are unsure of your eligibility to apply, further information about eligibility to work in Australia is available from the Australian Government's Department of Immigration and Citizenship, http://www.immi.gov.au/

- The successful applicant is required to gain a Department for Human Services (DHS) working with children check (WWCC) prior to being employed which is required to be renewed every five years before expiry.

Before submitting your application, check it to ensure:

- You have addressed the identified selection criteria listed in **Section B** of the Role Statement
- You have demonstrated that you have the skills, knowledge and experience to carry out the duties of the role, or transferrable skills that could be applied to the role
- You have thoroughly checked your application for accuracy and completeness
- You have provided proof of your qualifications, if specified as a requirement for the role
- You have included the names, current telephone number and email address of three (3) referees (your current manager is desirable but not essential)
- You have included up to date contact details, including your email address
- Your cover letter, current curriculum vitae (CV) or resume and a completed Pre-Employment Declaration has been completed
- Your application is submitted via the iworkforsa website by the advertised closing date and time

EVIDENCE OF QUALIFICATIONS

The South Australian Government offers a service that gives a comparative assessment of overseas qualifications against the Australian educational system. If you have relevant academic or technical qualifications gained overseas, contact the Skills Recognition Service on telephone 1800 658 887.
A copy of the qualification will be required by Human Resources if you are successful in the application/panel process

LATE APPLICATIONS

Late applications do not have to be considered. If there are extenuating circumstances that prevent you from submitting your application by the designated closing time, ask the contact officer before the closing date whether an extension may be granted.

NOTIFICATION

Notification will be via email, and you will need to monitor your email address throughout the process. Once all applicants for a department vacancy are notified, there may be a 7-day period in which applicants that are existing government employees can appeal the selection process (not the outcome). Applicants may request feedback on their applications during the 7-day period.

POST SELECTION FEEDBACK

All applicants are entitled to receive feedback from the Selection Panel once the process has been completed. Feedback may be requested from the Chair of the Panel within two weeks of a nomination being made for the vacancy.