

APPLICATION GUIDELINES

Thank you for considering a role at the Australian Fisheries Management Authority (AFMA). These guidelines are provided to help ensure that, if you decide to apply for the advertised vacancy, you provide enough information to support your claims. Every effort is made to maintain the currency of information provided to prospective applicants. However, please ask the contact officer should you require clarification or further explanation.

ELIGIBILITY AND CONDITIONS OF EMPLOYMENT

Citizenship

Please note that to be employed by AFMA you must be an Australian citizen.

Security and Other Requirements

Offers of employment may be conditional upon satisfactory completion of a number of pre-employment checks. These checks will include citizenship verification and a character check. In some cases, a security clearance, a medical clearance and/or a psychological assessment may be required.

Voluntary Redundancies

Applicants are not eligible to apply for positions with AFMA if they accepted a voluntary redundancy from another Commonwealth agency within the last 12 months.

Probation

Successful applicants for ongoing positions are engaged on probation for an initial period of six months. If, during the probationary period, there are any doubts as to your work performance or conduct, the probation period may be extended or the engagement annulled.

ADVICE TO APPLICANTS

Your application provides us with a picture of who you are. It is the best way for us to judge whether you should be interviewed for a position, and provides important information about your education, work history and relevant experience.

Cover Page

To help us identify both you and the position you are applying for, please provide the following details on the front page of your application:

- your personal particulars, including:
 - your full name and title; and
 - contact telephone numbers, both business and after hours, and your postal address;
- the position number and/or position title of the position you are applying for;

- the classification and/or salary level of the position you are applying for; and
- where and when the vacancy was advertised.

Resume

A resume is the most professional way to present your qualifications for a job. As a guide, your resume should include the following information:

- education and training – list your academic qualifications and training courses in reverse chronological order
- work experience – list your jobs in reverse chronological order, and include a brief description of your duties in each position, provide more detail for your current and more recent positions.
- referees – provide the names and phone numbers of at least two referees, including your current supervisor (where possible). Your referees should be able to comment on your work performance and your ability to fulfil the requirements of the position

Selection Criteria

It is vital that your application addresses each of the Selection Criteria listed on the Position Description and Analysis form. You must be able to demonstrate your suitability against each of the criteria to be selected for interview. You do not need to address "other requirements" noted in the position description. These are included for your information only.

Helpful Tips

When putting your application together, keep the following points in mind:

It's Advantageous If You	It Doesn't Help If You
<ul style="list-style-type: none"> • Organise your application into a easy to follow format. • Provide relevant personal details and educational qualifications. • Are clear and concise. As a guide, you should use a maximum of $\frac{3}{4}$ of a page per selection criteria. • Can directly relate your experience and qualifications against the selection criteria. • Alert your referees on the possibility for at least verbal comment on your ability to meet the selection criteria if shortlisted for interview. 	<ul style="list-style-type: none"> • Provide excessive information that is not relevant to the position or selection criteria. Irrelevant information tends to mask your true abilities. • Repeat the same information in many areas. • Write large blocks of text. • Use rigid or plastic folders to dress up the application. Folders are generally discarded.

Note: Hardcopies of applications should be provided in triplicate, and should not include any original documentation as we cannot guarantee its return.

If you are going to be absent from work and/or home at any time in the next few weeks, please advise the dates of your absence and alternate contact phone numbers during that period.

If you cannot complete a full application by the deadline, you may ask the contact officer if he/she will accept a late application. There is no obligation for AFMA to accept late applications.

Lodging Your Application

Please submit your application by one of the following means:

Post: The Human Resources Officer
AFMA
PO Box 7051
CANBERRA BUSINESS CENTRE ACT 2610

Email: recruitment@afma.gov.au

Fax: (02) 62255500

AFMA will acknowledge all applications.

INTERVIEWS AND THE SELECTION PROCESS

A Selection Committee is established, generally consisting of three experienced people, capable of bringing a range of perspectives to the selection process. The committee assesses the skills and attributes of the applicants against the selection criteria and makes a selection recommendation to the Managing Director.

The process usually followed by the Selection Committee is:

- shortlist application
- interview short listed applicants
- obtain referee comments
- prepare a report for the Managing Director.

Please note that interviews may be held quickly, and you may like to prepare accordingly. In any case, if you are selected for interview, you will receive at least three days' notice of the interview time and date. You will be asked by the Selection Panel to provide the name and contact details of two referees. Please provide advance notice to your nominated referees.

If you are an Aboriginal or Torres Strait Islander, come from a non-English speaking background, or have a disability, you may wish to indicate this in your application so that the panel can be appropriately structured or so that special equipment can be made available.

Interview questions will be structured to assess your suitability against each of the Selection Criteria.

You will be advised in writing of the outcome of the selection process, whether or not you are successful. You may ask for feedback on your interview performance, and for a copy of your individual assessment.

RELOCATION EXPENSES

If you are successful in gaining employment with AFMA and you need to move from one locality to another in order to take up the offer of employment you may be eligible for some assistance with costs relating to your move. Assistance with the move cannot be provided where the move takes place within the same town or city or the immediate surrounds. Please note, however, that in some situations relocation assistance will *not* be available – if so, this will have been clearly stated in the vacancy advertisement.

Please note some or all of relocation expenses may have to be repaid if you leave AFMA within eighteen months of commencement.

AFMA's Relocation Assistance policy is available from our website at www.afma.gov.au or from the Human Resources Section. If you would like a copy, please contact the Human Resources Officer on (02) 6225 5444.

SALARY ON COMMENCEMENT

The successful applicant will generally be offered employment with a commencement salary at the bottom of the advertised salary range. A higher commencement salary within the advertised salary range may be offered under certain circumstances.

TERMS AND CONDITIONS OF EMPLOYMENT

The terms and conditions of employment with AFMA are set in AFMA's Certified Agreement 2005 and the associated Remuneration Policy. These documents are available from our website at www.afma.gov.au or by contacting the Human Resources Officer on (02) 6225 5444.

OTHER QUERIES

Should you have any queries about the vacancy or the progress of the selection process, please call the contact officer named in the advertisement.

Thank you again for your interest in AFMA.