



Australian Government

Australian Fisheries Management Authority

OBSERVER APPLICATION GUIDELINES

Thank you for your interest in working 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 us with enough information to support your claims.

ELIGIBILITY FOR EMPLOYMENT

Please note that to be employed by AFMA you must be an Australian citizen or a permanent resident actively seeking Australian citizenship.

The successful applicant will be required to undertake a medical assessment, sea safety training, first aid certificate and a security clearance prior to employment. AFMA employs observer staff a full-time contract basis.

YOUR APPLICATION

Your application should clearly state:

- your personal particulars, including:
 - your full name and title; and
 - contact telephone numbers (mobile, business and after hours);
 - your postal address.
- Your current employment and brief employment history
- Your educational; qualifications, and any other relevant certificates or skills
- The names of two referees and their contact details.

In addition it is vital that your application addresses each of the Selection Criteria listed on the Position Description and Analyses form. You must be able to demonstrate your suitability against each of the criteria in order to be selected for an interview.

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, if possible, 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.

The selection panel will appreciate an application that is succinct and well presented. **NOTE:** While bound applications may look impressive, we prefer that they be submitted on A4 paper secured with a single staple in the top left hand corner.

Applications should not include any original documentation as we cannot guarantee it's return.

Please submit your application to one of the following addresses. It will be acknowledged on receipt.

Postal: The Human Resource Officer
AFMA
PO Box 7051
CANBERRA BUSINESS CENTRE ACT 2610

Email: recruitment@afma.gov.au

Fax: (02) 6272 3087

INTERVIEWS AND THE SELECTION PROCESS

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's time and date. You may be asked at some stage of the process to provide the Selection Panel with two written referee reports so you may wish to provide advance notice to your nominated referees.

The selection panel will usually consist of three members. 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 around assessing 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 if you would need to move from one locality to another in order to take up the offer of employment (the move cannot be within the same town or city or the immediate surrounds), you may be eligible for assistance with costs relating to your move. 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.

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) 6272 4501.

TERMS AND CONDITIONS OF EMPLOYMENT

The terms and conditions of employment with AFMA are set in AFMA's Certified Agreement 2002 and the associated Policies. These policies are available from our website at www.afma.gov.au or by contacting the Human Resources Officer on (02) 6272 4501.

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.