

Applicant Guidelines

Thank you for your interest in applying for a role with Regional Development Australia Limestone Coast (RDALC). These guidelines have been prepared to assist you in the application process.

How to Apply

To apply for this position, you must submit an application by the advertised due date. Ordinarily, late applications are not accepted. The application must include a cover letter and your resume (CV). These two (2) documents form your complete job application. Incomplete job applications will not be considered.

Your job application is often the first contact the selection panel has with you. As the application informs the panels' decision to short list applicants for an interview, it is important that you adequately demonstrate your suitability for the role and provide details of your previous work or relevant school experience.

The cover letter (maximum 3 pages) should be addressed to the contact person listed in these instructions (at the end). Make sure you include the title of the role you are applying for.

The cover letter is your opportunity to tell us why you are the best person for the job. You will need to discuss your employment experience or relevant school experience and your reasons for applying for the role. You will also need to clearly and concisely use examples that demonstrate why you believe you are qualified for this traineeship.

In the cover letter you will need to:

- Use relevant examples of your previous work experience or school experience to demonstrate that you can effectively undertake the required Duties, that you have the related Technical Expertise and that you possess the required Personal Qualities.
- In the allotted 3 pages, you will not be able to address each of the Duties for this role so consider demonstrating multiple requirements in one example. We do not expect every Duty to be addressed in your application, so focus on the key points in the Position Summary and some of the Duties.

In the cover letter you will need to (continued):

- Where possible, use the STAR (Situation, Task, Action and Result) method when explaining how your skills and experience meet the requirements of this role.
- If your examples relate to clients, please be mindful of privacy and de-personalise your responses.

In preparing your application you should:

- Carefully read the Position Description document
- Do some initial research about our organisation by browsing our website and reading key documents such as our current Strategic Plan
- Speak to the contact person listed in the advertisement if you have any questions about the role or the organisation. All enquires will be treated confidentially.
- Ensure that you carefully proofread your cover letter and that your resume is up-to-date.

Resume (CV) to include the following:

- Your name, address, contact number and email address
- Educational/qualification details
- Employment history (including part time jobs, responsibilities and achievements)
- Relevant experience
- Two current referees (include their role title/address/contact number. It is desirable that one of your referees is your current or immediate supervisor/manager if you are employed or with their permission, you can include school teachers or your sports coach as your referees).

To lodge your application, please send your Cover Letter and CV to: glenda@rdalc.org.au by 4pm, **Friday 29 October** 2021.

For a confidential discussion about the role, please call 08 8723 1057 and speak to Glenda McInerny, Manager, Finance and Administration or Jess Carolane, Project Support Coordinator. You can also email glenda@rdalc.org.au or jess@rdalc.org.au.

