



How to apply

Thank you for considering employment with Wodonga TAFE.

Our selection process is based on the principles of merit and equity to ensure the appointment of the most suitable person to each position.

You must apply online at www.wodongatafe.edu.au/jobs

As part of the application process, you are required to attach the following documents to your online application:

- Covering letter
- Résumé
- Responses to key selection criteria

Important note: Your online application may 'timeout' in which case you will lose the information you have entered and will have to re-start the application process. Therefore, we suggest that you have these three documents completed and finalised and ready to upload to your online application **before** you start your application.

You must include in your application full details of any qualifications and/or licences that the position requires. Please bring either certified copies or the original qualifications (together with transcripts in some instances) with you if you are shortlisted for interview.

Addressing the key selection criteria

We place significant emphasis on your responses to the **Key Selection Criteria** which is stated on the back page of the position description. Information that clearly outlines **how** your experience, knowledge and skills relate to each of the Key Selection Criteria contained in the position description must be included with your online application form. You must support your statements with evidence that demonstrates your ability. We will not consider applications where responses to the key selection criteria have not been provided, or do not adequately demonstrate your ability to meet the criteria. To access the position description, click the job name link or click the link View List then click **download documents**.

**In some instances, for example where we call for Expressions of Interest or advertising for casual staff where there is no position description provided, you will not be required to address key selection criteria, but you will be asked to upload a current resume and introduction letter outlining your relevant skills and qualifications.*

Qualifications/licences

If offered a position, original documents or certified copies must be provided to Human Resources.

Overseas qualifications must be accompanied by documentation that supports the appropriateness of the qualification to Australian standards.

Eligibility for employment

Wodonga TAFE is not able to employ you if you have accepted a Victorian Government Voluntary Departure Package or an Enhanced Resignation Package from a Victorian public sector organisation for the period stated in the guidelines of your package.

You must be able to verify your Australian citizenship, immigration status, and consequent entitlement to work legally in Australia.

National Police Records and Working with Children checks

All appointments with Wodonga TAFE are subject to a range of checks. You may have to provide evidence that you have undergone these checks before you are appointed. Wodonga TAFE does not pay for National Police Records and Victorian Working with Children checks, it is the responsibility of each new employee to cover this cost.

Full details of the necessary checks are included in your position description. Your employment may be terminated if the required checks are not provided or are not satisfactory.

Referees

You must include the contact details of two referees who were your supervisors in previous or current roles. Your nominated referees should be aware that they have been identified as such, and should have firsthand knowledge of your performance as it applies to the key selection criteria.

We prefer that you nominate your referees as part of your application as doing this streamlines the recruitment process. However, we understand that it may not be possible to do so because of confidentiality issues. We ask that you note this in your application.

Privacy

Your personal information will be processed and held in accordance with the Victorian *Information Privacy Act 2000* and Wodonga TAFE's Privacy Policy.

Pre-existing injuries or diseases

In accordance with the Victorian *Accident Compensation Act 1985*, we ask that you disclose all pre-existing injuries and diseases of which you are aware, and which the nature of this position may affect. Section 82(8) of the ACT applies and you will not be entitled to compensation if you do not disclose this information, or if you make a false or misleading disclosure and there is a recurrence, aggravation, acceleration, exacerbation, or deterioration of a condition due to the nature of the employment.

Qualifying periods

The initial engagement of staff in ongoing and fixed-term positions will be subject to the satisfactory completion of a six month qualifying period.

For further information please email jobs@wodongatafe.edu.au or phone the Human Resources department on 02 6055 6624.