

## Applying for a job at the Migrant Resource Centre

1. Download the position description from our website [www.sermrc.org.au](http://www.sermrc.org.au)
2. Apply by the due date
  - i. *Write a covering letter*
  - ii. *Include a current resume*
  - iii. *Write a paragraph for each selection criteria (see below)*
3. Send your application to [recruitment@sermrc.org.au](mailto:recruitment@sermrc.org.au)
4. If you are not clear about any aspects of the job, please speak to the contact person whose name and phone number are in the position description

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### *Selection Criteria*

For every job vacancy at the MRC, we ask people to explain in writing why they are suitable. This explanation comes under the heading *Selection Criteria*.

There are several parts to the selection criteria: personal qualities, skills, abilities, knowledge and qualifications that a person needs to perform the job.

This is an essential part of your application, which helps the selection panel to identify the right person for the job.

#### Selection criteria sample # 1: *Must have excellent written communication skills*

Here is where you explain about your experience writing reports, minutes, case notes or articles

*Sample response:*

*'In my previous position as a community worker, I was required to write monthly reports to my team leader. In this document I would report on my month's activities and mention any issues I was facing. I also had to write case notes on a daily basis to record client information and actions I took to meet their needs.'*

### Selection criteria sample # 2: Demonstrated computer skills

Here you can include examples of your experience in using computer applications

*Sample response:*

**'When I worked at ... (company or agency), I used ... database and ... software. In my last job at ... I used computers daily to do...'**

**'I also completed a course in ... at...'**

### Selection criteria sample # 3: Ability to work as part of a team

Here you can include examples of your teamwork experience and how you contributed

*Sample response:*

**'At ... (company or agency), I was a member of the ... team. We met monthly to share information and plan activities together. I contributed by ... In my experience, teams work well when team members respect one another and help one another during busy periods.'**

There can be up to 6 or 7 selection criteria. You should write at least a paragraph on each one.

### **Recommendations:**

- Use positive and clear language
- Use grammar and spell checker when typing
- Proof read your application
- Be honest about your experience and qualifications
- Answer all of the selection criteria
- Include the names and phone numbers of 2 recent referees
- We prefer referees who have supervised you in a job
- Make sure you ask your referees if they are willing to be referees