



## The Parkside Foundation

# APPLYING FOR A POSITION WITH THE PARKSIDE FOUNDATION

The Parkside Foundation is a not for profit company, funded by the Tasmanian and Commonwealth Governments to provide a range of services to people with disabilities, to older members of the community and to people with dementia.

### **The selection process:**

Appointment to a position at The Parkside Foundation is based on the merit principle. There are five aspects to this concept: knowledge, skill, qualification, experience and potential for future development.

Merit is determined through a selection process which comprises of your written application, your interview performance and your referee report. Each part of this process is important.

The selection panel will review all written applications and select the candidates to be interviewed. Only applicants who demonstrate their ability to meet the selection criteria will be interviewed. The quality of the written applications will be a major factor in influencing this decision.

At the interview, the panel will ask you a number of questions based on the selection criteria. This is your opportunity to expand on your application and outline your suitability for the position. After the interview the panel will contact your referees.

### **Preparing your application:**

Applications should include the following:

- Resume (curriculum Vitae). This should outline your employment history, details of positions held, educational qualifications and training courses undertaken.
- Written application which address the Selection Criteria of the Position Description. This is the most important part of your application. This is your way of demonstrating to the panel that you have the skills necessary for the job (or can quickly obtain these skills) and that you deserve an interview.
- Referees. Details of at least two referees are required. One referee will need to be a current or very recent supervisor who is well qualified to comment on your work practice and capacity to fulfil the requirements of the position. It is important to ask your referee first if they are happy to supply a reference for you. It is advisable to give your referees a copy of your application and the position description.

### **The Interview:**

If you are successful in attaining an interview you will be advised of the date, time and place. It is vital that you are punctual and properly prepared for the interview. Find out as much as you can about the organisation and the requirements of the position.

The interview will have a set format with each panel member asking questions designed to gain more information about you in relation to the selection criteria. Be positive and expand on your skills and experience relevant to the position. It is acceptable to ask the panel to clarify or rephrase questions that you do not understand.

### **Selection:**

If you are successful after the interview and referee reporting stages, you will be offered a position subject to the following:

1. Satisfactory completion of the medical and fitness examinations.
2. A clear record being attained from the National Police and Child Protection checks.
3. Agreement to abide by The Parkside Foundation Staff Code of Conduct.
4. Acceptance of the terms and conditions of The Parkside Foundation Collective Agreement.

Upon commencement of employment all staff are subject to a three month probation period.

Forward your application together with a covering letter and resume to:

**CEO  
The Parkside Foundation  
34 Wellington Road  
LINDISFARNE TAS 7015**

Good luck with the application!