

# Advice to Applicants

## TasTAFE Application requirements

Your application must include a resume and a cover letter no more than two pages long, which highlights your suitability for the position.

### **The vacancy has Essential Requirements what evidence do I need to provide?**

The Essential Requirements are detailed in the position description, and you will need to demonstrate you meet these or be able to meet these prior to commencing. Evidence of qualifications and COVID-19 vaccinations (e.g., copies of relevant documents) must be provided with your application.

### **What information should I include in my application?**

Use your cover letter to demonstrate how your experience applies to the advertised position. It is not necessary to repeat information that can easily be seen in your resume.

Use the information in the Position Description as a guide for you to highlight your knowledge, skills, and experience and demonstrate how these relate to the role.

Give specific examples of work focusing on how you achieved outcomes to give the

panel a good insight into your skills and knowledge.

Great applications, showing casing relevant information allows the most efficient shortlisting. Complete your application with the panel members in mind – “how can I quickly highlight why I am the most suitable candidate, so my application is shortlisted?”

Less is best so please keep to the two page limit ensuring you use a readable font size and adopt standard formatting.

### **What should I include in my resume?**

The resume describes ‘what’ you have done and where, and what skills and experience you have.

Your resume should be concise and fall within a four page limit. Do not include additional documents, such as certificates or references, unless specifically requested. Do not include information that is irrelevant to the position you are applying for. Use headings and dot points to make information easy to find.

We suggest you include the following to help the panel assess your application:

- A summary of your key knowledge, skills and experience that relate to the role;
- relevant work history (paid and unpaid); and

- relevant education, qualification, and training history.

## **Should I include referees in my resume and/or cover letter?**

Referee details can be provided as part of your online application and there is no need to duplicate this information in either the resume or cover letter.

Reference checking is an important step in the selection process as it allows the panel to verify the information you provide in your application and interview. Your current and/or a recent manager or supervisor is the best person to comment on your skills and experience.

Always confirm that your referees are willing to support you and let them know details of the position so they can be prepared when contacted. If you have any concerns about who to nominate as a referee or if it's difficult to request your current manager or supervisor to be a referee, please talk to the contact person for the position.

## **How will the selection panel assess my knowledge, skills and experience?**

The panel will use your resume and cover letter to get an understanding of what you have done that is relevant to the position. If your resume is filled with information that is not relevant it will be difficult for panel members to find the evidence of your capabilities that do fit the position.

## **What other selection methods might a selection panel use?**

If you are shortlisted, you will be advised of the process and the selection methods that will be used.

These may include, but are not limited to:

- face to face, telephone, or online interview
- work samples or portfolios
- face to face or online presentations
- a written paper
- skills or ability testing

## **I have other questions, who should I contact?**

The vacancy contact person will answer any questions you have about the position.

You are strongly encouraged to call to ensure you have a good understanding of the position and to assess whether it is the right fit for you.