

# Recruitment Application Guide

## About Wesley Mission Queensland

Wesley Mission Queensland (WMQ) is a large and dynamic organisation with more than 50 locations throughout South East Queensland supporting 100,000 Queenslanders every year. To learn more about our dynamic organisation, please see [www.wmq.org.au](http://www.wmq.org.au) & <https://www.youtube.com/user/wmbmedia>

## Our Staff

When you choose a career with Wesley Mission Queensland, you are joining a Queensland based not for profit organisation that has supported Queenslanders for over 100 years. We have almost 2500 employees in a wide range of areas and 1000 volunteers who support Wesley Mission Queensland annually.

Wesley Mission Queensland offers a workplace that values diversity and an environment that promotes and rewards learning and career development. We value our staff and ensure that our conditions of employment are rich in opportunity and benefits including salary packaging, education and professional development programs. There are many career pathways available within our organisation and internal promotional opportunities are encouraged.

## Employment Conditions

Conditions specific to the position will be available at the interview or by discussion with the nominated contact for the position advertised.

## Qualification Checks

On commencement you will be required to provide proof of relevant qualifications. It is your responsibility to maintain any relevant professional registrations.

## Criminal Record Checks

All staff members and volunteers of Wesley Mission Queensland are required to undergo a Criminal History Check from the Australian Federal Police prior to or on commencement.

If selected for position, you will be required to give written consent for release of information from the Australian Federal Police and ongoing employment will be subject to satisfactory outcomes from these checks. All criminal history checks will be paid for by Wesley Mission Queensland. We will not accept prior external police checks greater than three months old.

## Fitness for Duty Assessment

All Personal Care and Hospitality Services staff, as well as employees applying for other physically demanding positions may be required to undergo a 'Fitness for Duty Assessment'. This assessment will be undertaken by a suitable Practitioner as determined by WMQ and at our expense. If required, continuing employment will be subject to a satisfactory outcome of this assessment.

## Probation

Depending on the role, your probation period will be a minimum of three months and up to six months. During this period, feedback on work performance is given. Probation may be extended or employment terminated if performance is unsatisfactory.

## Recognition of Service

All current employees of Uniting Care Queensland and its subsidiaries are eligible for Wesley Mission Queensland recognition of prior service. Please provide documentary evidence of previous employment.

## Proof of Employment Eligibility

If you are successful in gaining employment you will need to provide a copy of your birth certificate and if appropriate, proof of residency and work eligibility. Applications will only be accepted from permanent residents or foreign citizens with appropriate visas. Wesley Mission Queensland may consider immigration sponsorship for registered nurses and other professional appointments.

## How to Apply for an Advertised Vacancy

### The recruitment and selection process

Wesley Mission Queensland adheres to the principles of equal employment opportunity and merit based employment decisions. This means we only assess the skills, knowledge, abilities, work performance and personal qualities that are relevant for the job. A selection committee undertakes the selection process.

The following flow chart indicates the recruitment and selection process:



### Your Application

A well written application is your opportunity to demonstrate why you are the most suitable person for the job. You must specifically address each of the 'Knowledge, Skills and Attributes' contained within the Position Description. If you do not address this requirement, you are unlikely to be shortlisted for interview.

All applications are required to be submitted online via [www.wmq.org.au](http://www.wmq.org.au)

Applications received via other means are not guaranteed to be viewed and considered for vacancies. Late applications will not normally be considered after the interview shortlist has been completed. Requests for extensions should be made personally with the nominated contact person for the advertised position before the closing date.

### Your Resume

A resume should be included with your application. As we receive many applications and resumes for review, please format as per the following details;

- Maximum three pages
- Current contact details
- Current referee contact details
- Employment history and service dates (most recent first)
- List key activities / outcomes
- Education (most recent / relevant first)

### Addressing Knowledge, Skills and Attributes Criteria

This component identifies the knowledge, skills, abilities and experience required by a candidate in order to successfully carry out the requirements of the position. This processes standardises the selection process and allows for candidates to be assessed on merit.

The most important aspect of addressing the Knowledge, Skills and Attributes Criteria is to provide evidence of your ability by giving actual examples of what and how you have done something. A common approach to addressing the knowledge, skills and attributes is to use the STAR approach.

**Situation:** Set the context by describing the circumstance where you used the skills or qualities and gained the experience.

**Task:** Explain what your role involved.

**Actions:** Detail what you did to get the task done (i.e. how did you do it?) This is the most important step.

**Results:** What did you achieve? What was the end result and how does it relate to the job you are applying for?

## Terminology

**Mandatory Qualification** – this is the minimum level of qualification required to be considered for the position.

**Demonstrated / Proven** – you need to quantify your abilities i.e. you must have successfully performed this activity in the past.

**Ability** – refers to an applicant's potential to undertake the work successfully.

## Tips

- Be honest and factual – misrepresenting yourself in your application or interview may become grounds for termination of employment.
- Respond to each Knowledge, Skills and Attributes criterion separately
- Provide one to two paragraphs per criterion unless otherwise stated.
- Provide examples of how you have applied the skill in the post, don't just state that you have the skill.
- Be clear and concise.
- Check spelling and punctuation (your application is an example of your ability to communicate).

## The Interview

The purpose of the interview is to provide the applicant with the opportunity to expand on the information presented in their application and to enable the panel to gather further information for the assessment process.

The interview will normally be structured so that each interviewee will be asked a series of identical questions based on the knowledge, skills and attributes criteria. It is not an opportunity for the selection committee to ask applicants tricky or obscure questions, but rather to assist you in presenting your case in the best manner possible.

There are four types of questions that you may be asked:

<b>Open Questions –</b>	i.e. Tell me about yourself?
<b>Closed Questions –</b>	i.e. What is your nursing registration number?
<b>Hypothetical questions –</b>	i.e. If you came across a visibly upset person at your workplace, what would you do?
<b>Behavioral Questions –</b>	i.e. Can you tell me a time when you have worked with an aggressive client? What was the situation and how did you handle it? What was the outcome?

To get ready for the interview, it is good to practice how you will tell the selection panel about yourself. Using the Knowledge, Skills and Attributes criteria as a guide, think about what sorts of questions the panel might ask and what evidence (prior work experience) you would use to answer them. Don't forget to present yourself well, be neat and tidy when you go for an interview and always be on time.

## Referee Reports

Privacy laws ensure that information provided as part of your application will not be used or disclosed other than to assess your suitability for a position with Wesley Mission Queensland. By providing the names of referees, you are agreeing for Wesley Mission Queensland to discuss your personal detail with the nominated third parties.

The selection committee will normally seek information from your nominated referees about your potential or demonstrated ability to meet the knowledge, skills and attributes criteria. You may like to provide your referees with information about the position for which you are applying including the Knowledge, Skills and Attributes criteria, so that they can be prepared to give relevant and considered information to the selection committee.

Referee reports will only be requested for preferred candidates following the interview.

## Notification

You will be notified by email of the outcome of your application. If you require any further information to assist you with your application, please contact the nominated contact person in the advertisement.