

**Document No: HR Form 01**  
**Title: Application for Employment**

#### **ADVICE TO APPLICANTS**

**This advice has been developed to provide you with a suggested approach when applying for positions with Cosmos and to ensure this information is consistently communicated to all applicants. All applications are treated in the strictest confidence and all applicants will be required to attend a medical examination and to obtain a current National Police Record Certificate prior to commencement.**

#### **YOUR APPLICATION**

It is your application that provides the selection panel with sufficient information to evaluate whether you meet the selection criteria required for that position. Employment at Cosmos is based on merit, which is determined by an applicant's qualifications, experience, knowledge, skills and potential for further development, as assessed directly against the selection criteria relevant to each specific role. The role of the selection panel is to review all applications and only applicants who demonstrate that they meet the selection criteria will progress to short listing.

**Therefore, applications submitted for positions in Cosmos should include:**

#### **An Application Letter**

This should be a short covering letter to introduce yourself and outline the details of the position you are applying for.

#### **Addressing the Selection Criteria**

Applicants should address each of the selection criteria in writing.

When addressing each of the selection criteria, you should:

- ensure you have read the requirements carefully and are able to relate them back to the major duties and position objective/s and/or challenges
- provide examples of your demonstrated ability to perform the requirements – examples need not be disability specific
- use positive words to illustrate the level of your achievements
- ensure your claims against the selection criteria are clear and concise

**Addressing each of the selection criteria under separate headings in your application also ensures that it reads well.**

#### **Resume/Curriculum Vitae**

This should cover: your employment history, your educational qualifications, any professional affiliations, skills, certificates (e.g. first aid/administration of medication), interests and referees/references, etc.

*Please do not bind your application or place them in folders. A staple in the top left hand corner is sufficient and makes it much easier to photocopy for distribution to panel members.*

#### **References/Referees**

Your application should include the contact details for at least two recent employment referees including at least one supervisor. If you choose not to include these details in your application and are short listed to attend an interview then you should be prepared to provide this information at your interview, as the panel is likely to request details from you on whom they can contact. Ensure you obtain permission from these people prior to nominating them as a referee (it is standard practice to do this prior to submitting your application).

You may also choose to include copies of any relevant written references you may have, attached to your application, although some people would prefer to be listed as a telephone referee. Written references can be useful as evidence of an applicant's previous work experience and skills obtained, but the panel may also want to personally contact past employers, particularly those who most recently employed the applicant.

#### **Presentation of your Application**

**It is important that your application is well presented. This means ensuring that, as a minimum, your resume is up-to-date and that your covering letter is addressed to the correct location and contact person. Take the time to format the document and ensure you proof read it prior to submitting your application. It is also a good idea to have someone else proof read your application. Obviously, the type of position you are applying for will also largely determine the level of presentation of your application.**

**Whilst it is important to submit a professional application, it is equally as important not to spend too much time on unnecessary detail such as decorative headings, pictures or fancy paper. Remember – it's what's contained in your application that the panel will be most interested in.**



Cosmos Inc.

# Application for Employment

Please complete this form and submit it together with the selection criteria, resume and any other relevant information in support of your application.

Position applying for:

Mrs   
  Ms   
  Miss   
  Mr   
  Dr   
  Other   

**Given Name(s)**   
**Family Name**   
**Postal Address**   
 **Country**  **Post Code**

**Phone Number \***
 Work (  ) 
 Home (  )

Mobile

\* Please tick preferred contact number

**Email**

**licences and certificates**

Current Drivers Licence:     Yes     No  
 Automatic     Manual

Current senior first aid certificate:     Yes     No  
 Medication certificate:     Yes     No

Language(s) spoken/written (other than English)

**documents attached**

Applicants are required to submit a copy of their Resume and address the selection criteria:

Resume attached:     Yes  
 Selection Criteria attached:     Yes

I understand that providing false information or withholding information relevant to my application for employment with Cosmos may result in the withdrawal of an offer of employment or termination of employment.

**Signature**       **Date**     /  /

It is the policy of this Company to employ the person most suited to the position and to provide equal opportunity in employment, including promotion and training and not to discriminate against any person because of race, colour, national origin, religion, gender, disability, age, sexual preference or marital status. The following information is use only to monitor our Equal Opportunity Policy and will be treated as confidential.

Please forward your application marked private and confidential to:

Chief Executive  
Cosmos Inc.  
52 New Town Road  
New Town Tas 7008

**Alternatively applications may be e-mailed to [info@cosmos.org.au](mailto:info@cosmos.org.au) or by facsimile to (03) 6228 1782**