



CHILDCARE CENTRE
& KINDERGARTEN

APPLICANT INSTRUCTIONS & INFORMATION

Thank you for your enquiry regarding the advertised position. Merri Community Child Care Centre & Kindergarten Inc is a Child Safe organisation and an Equal Opportunity Employer.

Please find attached the Position Description and Selection Criteria for the position. Please follow the instructions carefully. If you have any further queries about the position, please contact the Centre Director *Helen Evdokimou-Mina* on (03) 9416 9227

Notes to consider when applying for this position:

- Applications will need to be in the form of a covering letter stating the position applied for, addressing the **essential** and **desirable** criteria as outlined in the position description.
- Applications will need to also include a detailed resume outlining skills, qualifications and experience.
- Copies of 2 references and the names of 2 referees (**one referee out of the 2 must be the current or most recent employer**).
- A current Police check (not more than 6 months old)
- A current Working with Children Check
- Please include a contact phone number for business hours to arrange an interview.
- Include only copies of certificates and references as resumes will be retained and not returned.
- Merri CCC & Kindergarten Inc is a child safe organisation and an Equal Opportunity Employer.
- Merri CCCC & Kindergarten Inc is a smoke-free Employer.
- A skill assessment may form part of the interview assessment.
- Applicants must have an approved Certificate III in Children's Services Qualification. As per the Education and Care Services National Regulations

Position Description

The Job description is a detailed document that clearly outlines the list of duties & responsibilities as well as the selection criteria (i.e. qualities to perform the job). The Recruitment sub-committee panel will examine your application and in particular will look at how well your knowledge, skills and abilities meet each of the selection criteria as outlined in the Job Description. The Recruitment sub-committee panel will consist of the two Committee of Management representatives, a Staff representative & the centre Coordinator.

Application

As the selection process is based on your written application, it is important that you provide the Recruitment sub-committee panel with the information that shows how you satisfy the selection criteria.

To be considered for the position, you must meet all essential criteria.

Short listing (or selection for the interviews) is based on your knowledge, skills and abilities meet the selection criteria. Your application needs to be written such that the selection panel can fully appreciate your capabilities against each selection criterion. As an applicant it is your responsibility to demonstrate to the panel how you meet the selection criteria.

The following information is required as part of your application:

- Statements that fully describe your suitability in reference to each of the selection criterion. Do not simply state that you meet the selection criteria, but give examples or evidence which demonstrates how you have met them.
- A resume or Curriculum Vitae containing contact information such as full name and telephone contact numbers.
- Your resume or Curriculum Vitae should include a summary of work experience i.e. where you have worked, positions held, period of employment and brief detail of duties performed.
- The names, position titles, addresses and telephone numbers of at least 2 referees who could provide comments verifying your responses to the selection criteria. Please note that **one referee must be the current or most recent employer.**
- Any other relevant information.

In your application you should:

- Be clear & concise
- Give complete information. Your application is a tool to sell your abilities and competency, and is the first step in gaining an interview. Supply as much detail as necessary to fully explain your capabilities.

Please DO NOT:

- Provide us with irrelevant information.
- Include original documents, e.g. references, certificates, etc.

Please note that the selection process is competitive. Ensure that your application addresses the selection criteria and is well presented and clear.

Where to send your Application

Please address your application to:

Committee of Management
Attention: President
C/o Merri CCC & Kindergarten Inc
313 St Georges Rd
Thornbury Vic 3071
Or

Via e-mail to merri.community.cc@kindergarten.vic.gov.au

Applications close

30 June 2017

Late Applications

Applications received after the closing date will only be accepted in exceptional circumstances.

Late applications will only be considered up to the close of the short listing and in all cases the selection panel will assess each late application on its merits and the panel's decision will be final.

Applicants are responsible for ensuring they meet the closing date.

The Interview

All applicants must provide a **contact phone number enabling us to contact you during business hours to arrange an interview.** The selection panel will endeavour to meet any special requirement(s) you may have to be able to attend the interview. All interviewees will be asked the same set of questions. The questions have been developed by the selection panel to assess how well you match the selection criteria.

Mostly you will be asked Behavioural or Situational questions.

- A Behavioural question asks for examples of past behaviour in specific situations relevant to the job.
For example, "Tell me about a time when you....."
- A Situational question asks for examples of how you would handle a particular situation or part of the job.
For example, "Describe a situation when you were able to"

Reference Checks

Reference checks will be carried out for interviewee (s) with the strongest overall performances at interview. ***Please ensure that you include a direct daytime work number for your referee, not just a mobile contact number.***

Notification of Appointment

The successful applicant will be contacted by a one of the selection panel members within five days following confirmation of the selection decision. A formal letter of Appointment (in writing) will be forwarded to the successful applicant. The letter of Appointment will need to be signed off by the successful applicant (new employee) and the President. A copy of the letter of Appointment will be kept on file at the centre and a copy will be given to the new employee. Unsuccessful applicants who were interviewed will be notified in writing within 14 working days of the selection decision. Feedback can be provided to unsuccessful applicants upon request.

Conclusion

We hope you find this information useful in preparing for your application. If you require more information or clarification on any of this information, please feel free to contact the contact person as stated in the advertisement. Please note that we are also happy to provide you with a tour of the centre prior to applying-appointments are necessary.