

Zig Zag Young Women's Resource Centre Inc
Recruitment Process Information Sheet

Applicants applying for the position of **Administration Worker (Locum)** must submit their Application by **10am Wednesday 20th September 2017**.

To be considered for the position your application must:-

- Be addressed to the Manager of the Zig Zag and be labeled "Confidential". Please submit your application **via email** to the Manager on cspolicy@zigzag.org.au;
- Respond to the 'Essential and Desirable Requirements', and address each 'Selection Criteria' as listed on the Position Description in no more than 4 pages;
- Include a copy of your resume;
- Name referees and provide their contact details. A minimum of two referees must be provided.
NOTE: please ensure that your referees are available to be contacted by Zig Zag prior to submitting your application.

A Selection Panel will then assess written applications and will select applicants for interview based upon an assessment of each applicant's written application. Interviews are scheduled for the week commencing **25th September 2017**.

Applicants unsuccessful in securing an interview will be notified via email. Applicants who are successful in securing an interview will be contacted by telephone. Information will be given about the interview time, venue and panel members.

At the interview:

Interview Questions will be based on the position description and will be supplied to applicants 15 minutes prior to their interview. During this time the applicant can read over the questions and make notes if they wish. The length of interview will be approximately 45 minutes.

The Interview Panel will be comprised of the Manager and members of Staff and Management Committee. The Interview Panel will assess each applicant on their responses to the questions asked, and may need to take notes during the interview. Towards the end of the interview there will be an opportunity to ask any general questions about Zig Zag and the panel will inform you of the employment conditions.

Following the interview

Once all interviews are conducted, the panel will make a decision based on the assessment made of each applicant's suitability for the role. Referees may be contacted before a final decision is made.

Applicants with any grievance in regard to non-compliance with relevant legislation during the selection process should notify the Management Committee in writing within five working days after the interview takes place.

A member of the selection panel will notify the successful applicant by telephone. The successful applicant will be required to provide a copy of their current "Working with Children Card" and their Driver's Licence. It is expected that the position will commence in **early October 2017**.

Unsuccessful interviewed applicants will also be notified by telephone within two weeks of the interview taking place, and if requested can be provided with post-selection feedback in regards to their individual performance.