VICTORIA UNIVERSITY OF TECHNOLOGY
DEPARTMENT OF COMMUNICATION, LANGUAGE and CULTURAL STUDIES
SEMESTER 2 2003
ACE 3143/ACE3144

Employment Application

The attached on-line application is for the Graduate Programme in the Department of Education, Science and Training with the Australian Government. The area of expertise is Information Technology.

Read the attached documentation (from the DEST website) which describes the department, the types of work and the capabilities required in this position, the recruitment process as well as the actual on-line application.

Prepare a professional application completing all the personal, general and employment details required for the on-line application. You can develop your own layout, but make sure that your presentation is consistent and easy for a recruitment officer to read.

This must be followed by your responses to the four Shortlisting Questions. This is the most important part of the application – and the most difficult to write. It will take thought and time. Your examples must be relevant and you must respond, explicitly, to all parts of the question.
  ♦ First consider what skills each question is assessing.
  ♦ Use the STAR technique before you begin to write – Think about the Situation you are going to describe followed by the Actions you took and then the Result or outcome you achieved.
  ♦ If possible, use a different example for each question by drawing on different aspects of your life – academic, social, work etc.
  ♦ Demonstrate that you are a well rounded person, aware of the key graduate attributes of teamwork, time management, flexibility, initiative and communicative ability and someone who DEST would want to employ.

REMEMBER – if you do not answer clearly, with relevant, targetted examples the recruiter will never know about your potential!!

Finally, at the end of your application, sign a declaration stating that the information you have entered is true and correct.

Due date: Draft 8 September at beginning of workshop class.
          Final 22 September note: NO late applications can be accepted