Arab Council Australia
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What You Need to Know When Lodging Your Job Application

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When you apply for a position with Arab Council Australia, you need to complete and include the following:

1. **Letter of Application**: This must address the job competencies (both essential and desirable). You also need to outline your relevant experience and qualifications to the position. Address your application to the person as stated in the job advertisement

2. **Curriculum Vitae (CV)**: Attach your CV to the letter of application.

3. **Referees**: Include names, positions and telephone numbers of at least two professional referees.

4. Send your application (which includes letter and CV) to Arab Council Australia by the closing date.

PROCEDURES WE FOLLOW

At Arab Council Australia staff are employed under an Equal Employment Opportunity policy. All applicants are assessed against the same criteria and we follow the same process throughout. The process we follow is:

Stage 1. A selection panel is established: Depending on the position, the panel may include the Chief Executive Officer or delegate, one or two representatives from Council's Board, one representative from the relevant funding body, and one independent representative.

Stage 2. Applications are culled according to the position selection criteria after the closing date (usually within five days of the closing date).

Stage 3. Selected applicants are contacted at least 3 days before the scheduled interview date. If you accept to attend the interview, you will be advised to:

- Bring with you two forms of ID (refer to the "Identification of the Applicant" document).
- Provide a recent Police Criminal Record Check (within the last three years).
- Provide a current Working with Children Check (WWCC) number from the Office of the Children's Guardian, if this check is relevant to the position (refer to "Requirements of the Position" in the Job Description). You will need to apply for this number prior to the interview through this website https://ocg.nsw.gov.au/working-children-check and follow the relevant instructions under the heading titled "for employees and volunteers").

Stage 4. On the day of interview: a copy of the interview questions is given to each applicant 10 minutes ahead of the scheduled time. If the interview is conducted online, questions will be provided during the interview via the chat function. The two forms of ID provided by the interviewee and where relevant the WWCC number, Police Check and other checks will be noted and/or photocopied.

Stage 5. Selected applicants are interviewed and will be asked standardised questions.

Stage 6. Two nominated referees of the preferred applicant/s are contacted.

Stage 7. An offer of employment is made to the successful applicant over the phone and in writing.

Stage 8. Unsuccessful applicants are informed by phone and/or in writing.

Stage 9. Successful applicant is reported to the Board at the next scheduled meeting.