



Australian Government

AusAID

## Information to prospective applicants for AusAID's Graduate Program

You should read the following information before submitting an application.

The primary purpose of an application is to provide sufficient relevant information about your work history, experience and education to allow a Selection Committee to decide whether you should be further assessed for the position(s). This is the first step of the selection process. Although it will not solely determine whether you are successful, an application does convey important information about you and about your suitability for the position(s). Therefore it should be an organised information paper written with the requirements of the Selection Committee in mind.

A full application must include:

- a completed application cover sheet
- a statement describing how you consider yourself suitable against each of the prescribed selection criteria and
- your resume (c.v.).

**Application cover sheet:** The applicant is required to complete an application cover sheet in order to provide AusAID with information used for administrative purposes. It also requires the applicant to declare that all information in the application is true and accurate. AusAID will not accept your application unless you have completed the cover sheet and signed the declaration. If you apply on-line, you will have to acknowledge the declaration or your application will not be submitted.

**Statement addressing the selection criteria:** The prescribed selection criteria reflect the skills set required to successfully participate in the Graduate Program. The Selection Committee will assess your suitability to join the Graduate Program based upon these selection criteria. The statement is your opportunity to tell the Selection Committee how you consider yourself suitable against each of the selection criteria.

For those criteria relating to skills and abilities, it will not be sufficient to make statements saying that you possess those skills - you will need to provide concrete examples that demonstrate them. For knowledge-based criteria such as knowledge of development issues, you need to demonstrate your knowledge by outlining your understanding of the issues and not simply paraphrasing information obtained from AusAID's website or other sources.

It is also vital that you be concise in your statement: no more than two-thirds of a page per criterion, as this will help demonstrate your written communication skills.

**Resume:** Your resume should provide a snapshot of your qualifications, work history, and other information relevant to your application for the Graduate Program. Your resume should include:

- your details including name, address, contact telephone numbers and email address
- your qualifications including a list of completed subjects and results
- your employment history presented in a format that includes the start and end date of the job, position/title (including public service level if appropriate) and summary of responsibilities/achievements
- a summary of any extra-curricula activities and/or volunteer work, for example your responsibilities as secretary of your institution's Student Association. Providing this information is particularly important if you have limited work experience that is relevant to working in the Australian Public Service and
- if appropriate, list any professional memberships/affiliations.

Your resume should be no longer than two pages in length. Please note this page limit does not include information regarding your academic results, subjects studied, etc.

Should you be successful in being shortlisted for interview, you will be asked to provide:

- certified true copies of your academic transcript
- two written referee reports. In selecting your referees, you should ensure that they are able to comment on your abilities against the specified selection criteria.