

Applying for a Job with Screen Australia

Screen Australia values your interest in our advertised positions. This guide has been compiled to assist you in applying for jobs with Screen Australia and to give you an understanding of the selection process that will be used. Please read this guideline carefully before submitting your application.

Eligibility to Apply

Screen Australia is a dual act agency and positions may be advertised under the Australian Public Service Act (APS) or the Screen Australia Act. The applicable Act will be noted in the job advertisement. Each Act has different eligibility requirements.

(a) Australian Public Service (APS) Vacancies

To be eligible for engagement as an ongoing or non-ongoing APS employee, applicants **must** be Australian citizens. However, in rare circumstances, this requirement may be waived where it is deemed appropriate and this will be specified in the job advertisement. Some of these vacancies may have mandatory qualifications or specific eligibility requirements, which are advised on the selection documentation. All Australian Public Service (APS) vacancies are notified in the APS Employment Gazette available on www.apsjobs.gov.au.

(b) Screen Australia Act Vacancies

For all engagements advertised under the Screen Australia Act, it is not essential that candidates have Australian Citizenship, however they must have (and provide proof of) a right to work in Australia. In the case of fixed term vacancies, candidates must have work rights for the required vacancy period.

Prior Receipt of Redundancy Benefit

If you have received a redundancy benefit from an APS agency and will still be within the redundancy benefit period at the proposed date of engagement, Screen Australia cannot offer you employment as an Australian Public Servant without prior approval from both the APS Commissioner and the Agency Head.

Preparing your Application

It is your responsibility to demonstrate that you are able to satisfy the requirements of the advertised job. As your application will benefit from the time spent on basic research and planning, we recommend that you carefully read the Selection Criteria and Job Profile.

Once you have completed your initial research, you should know whether you could satisfy each of the selection criteria to the standard appropriate required for the position.

We encourage you to conduct additional research about Screen Australia on our website at www.screenaustralia.gov.au.

Presenting your Application

Presentation and clarity are important. Remember that you will be competing with other applicants, all keen to press their case in the best possible way. The general preference is for applications to be typed but applications may be neatly handwritten if typing is not possible. The application should include:

- Completed Personal Particulars Form (available on our website);
- A curriculum vitae or resume outlining qualifications and employment history;
- A statement of claims against each of the selection criteria;
- Details of at least two referees

Statement of Claims Addressing Selection Criteria

You must respond to selection criteria as part of your application.

When preparing your application - it should be comprehensive and concise. Under each selection criterion you should outline your relevant skills and abilities and cite specific examples of your work performance, qualifications, or other relevant experience.

Your written application must stand on its own merits. If you do not demonstrate how you meet the Selection Criteria (Qualifications/Skills/Experience) for the position you will not proceed through the selection process. The completeness and relevance of your application will determine whether or not you are called for an interview.

Referees

When submitting your application, you should provide the name, location and daytime contact numbers of at least two referees who can provide comments on your work performance against the selection criteria.

If a referee is unable to provide comments on your work performance against the selection criteria, the reference can still be of value. It is preferable that you nominate your current supervisor as one of your referees, although we do recognise that this is not always appropriate or possible.

If your application has been shortlisted for further consideration, your referees may be contacted. We will check with you to ensure that the referees nominated in your application are still current and that they are available prior to contacting them.

Submitting a Job Application

It is preferred that job applications are submitted by email, clearly indicating the Job Title to: recruitment@screenaustralia.gov.au

Alternatively, applications can be mailed to:

Human Resources Unit
Screen Australia
GPO Box 3984
SYDNEY NSW 2001

You will receive an email from us to acknowledge receipt of your application. Only shortlisted applicants will be contacted regarding the next phase in the selection process. Unfortunately due to the large number of applications we receive, we are not able to individually respond to every applicant.

It is important that your application is received by close of business (5pm) on the nominated closing date, as we are not obliged to accept late applications.

Confidentiality & Privacy

We understand that the information you provide is personal information and we undertake to keep this information confidential, except where we are required to provide the information by law. The information you provide will be governed by the [Screen Australia Privacy Policy](#) and will be subject to the provisions of the [Privacy Act 1988](#).

Availability for Interview

You will be contacted by telephone if you are to be offered an interview. You should be available for an interview from the advertised closing date for applications. A minimum of two days' notice for an interview will usually be given to shortlisted applicants.

Probationary Period

All positions will be subject to satisfactory completion of a probationary period. During the probationary period all the following criteria must be satisfactorily assessed:

- Qualifications;
- Performance;
- Conduct; and
- Suitability.

Inquiries

Please contact the Human Resources Team on recruitment@screenaustralia.gov.au or alternatively (02) 8113 5800 for advice or if you need any further information.

Screen Australia supports workplace diversity.