

# SPANISH LATIN AMERICAN WELFARE CENTRE (CELAS)

## Information for Applicants

Tel: 9687 0181 | Fax: 9687 3613 | Email: [administration@celas.org.au](mailto:administration@celas.org.au) | Web: [www.celas.org.au](http://www.celas.org.au)  
Address: 209 Nicholson Street, Footscray VICTORIA 3011



### About CELAS

CELAS is a community agency based in Melbourne, Australia. Since 1977, we have assisted the Spanish speaking community of Victoria. Our mission is to help individuals so that, through active participation, they may develop their potential to live a prosperous life.

Our objective is to meet the needs of Spanish speakers in the fields of education, interpretation, health and social assistance, among others. The strength of CELAS throughout all these years lies in understanding the needs of the community it serves, as well as our demonstrated ability to offer programs and services that fulfil these needs.

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### Knowledge, skills, abilities and experience

The selection criteria and position description provide the basis for the entire selection process and, specify the knowledge, skills, abilities and experience required for the satisfactory performance of the position you are applying with CELAS.

### Selection on merit

CELAS is an Equal Employment Opportunity (EEO) employer. All appointments to CELAS positions are based on merit. Therefore, each applicant is assessed on merit against the knowledge, skills, abilities, experience, qualifications and standard of work performances identified in the selection criteria and position description.

The applicant, who demonstrates the most merit against these criteria in their job application and at interview, is recommended to the Management Committee for the position and, is subject to the safety screening clearance.

### The selection criteria

The selection criteria are the basis of the position and detail the knowledge, skills, abilities, and experience required for the position. You must address these criteria in your job application.

### Obtaining more information about the position

The enquires contact named in the job advertisement/position description can provide further information about the position. Speaking to this person can help you decide whether to apply for the job, and answer any questions or queries you may have. It is useful to conduct some research about the agency, the local area and their issues.

### The closing date

Your completed application must be received by the closing date specified in the job advertisement/position description. If you do not believe that you can meet this deadline, you can contact the designated enquires contact to seek approval to submit a late application. Late applications are accepted at Management's discretion.

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### Your job application

The job application is the first step in the selection process and is your opportunity to gain an interview. After reading the job advertisement/position description and the information for applicants, and then speaking to the enquires contact, you should consider whether you meet all of the stated essential requirements of the position. If you feel you do not meet the requirements, you should then consider whether you will apply for the position.

If you do not meet all the essential requirements specified in the advertisement/position description, or cannot clearly demonstrate that you meet the essential requirements, it is unlikely that you will be considered for the position. In this case, your application will be eliminated (or culled) from consideration for interview.

It is your responsibility to convince the selection committee that you are the best candidate for the position. As the selection of candidates for interview is based solely on the information provided in the application, you must ensure that the information you provide is sufficient for the selection committee to assess the strength of your application.

### Your claim for the position

This is the most important part of the job application and will determine whether you get an interview.

The claim for the position allows you to demonstrate how you meet the selection criteria of the position. You must clearly detail how you meet each of the advertised selection criteria by addressing them separately. For each of the section criteria, make a separate heading and then detail your knowledge, skills, abilities and experience and ensure that you emphasise your major achievements by giving examples. Include any non-working or volunteer activities, such as involvement in a community organisation, where you have gained relevant skills and experience.

Some key words and what they mean when used in selection criteria:

- **Demonstrated knowledge/experience:** Provide examples from your work history providing you have this area of knowledge or expertise.
- **Ability to:** Describe how your skills, knowledge, abilities and experience gained in other areas prove that you are capable of doing this part of the job. Describe your past achievements that prove you could do this kind of work.
- **Experience in:** Give examples to show that you have done this type of work.
- **Effective; Proven; Highly Developed; Sound:** Show your level of achievements or proficiency by giving as much details as you can and giving examples to show your level of skills, knowledge, abilities and experience
- **Good Communications Skills:** You must show that you have the communication skills needed to do the job. You can include your experience in dealing with people, details of things you have written or presented, and examples of problems you have solved using your communication skills. For written material, include publications or reports you have written, and note the target audience or purpose of the document or publication.
- **Knowledge of specific legislation:** State if you are familiar with the specified legislation. Include your experience interpreting comparable or other forms of legislation or procedures.

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As well as the specified selection criteria, you are asked to show your knowledge and understanding of the common selection requirements listed below:

- Equal Employment Opportunity (EEO)
- Occupational Health and Safety (OH&S)
- Access and Equity
- Child Protection
- Elder and Aged Care Protection (i.e. Home and Community Care Program, Community Packaged Care Guidelines and others)

You will have to demonstrate specific examples from your work history where you have applied these principles.

### Your resume

Your resume should provide clear, concise and current information including:

- Your personal details.
- Education and training.
- Employment history – name of organisation, period of employment, job title, major duties and responsibilities, main achievements.
- Skills and experience gained – inside and outside of work.
- Name, address and contact telephone numbers of at least two (2) referees who can provide the selection committee with information on your knowledge, skills, ability and experience in relation to the requirements of the advertised position. Advise your referees that you are applying for the position.

### The selection committee

The selection committee is responsible for selecting for the best suited candidate for the position. The selection is based on merit and the selected candidate will best satisfy the selection criteria. The selection committee must base its decision on material presented by the applicants in writing, at interview, and from referees.

The selection committee (or panel) is usually made up of at least three (3) members such as:

- Convenor
- Management committee representatives
- Independent (from a like service relevant to the position advertised)
- Representative from the funding provider

### The selection process

#### The Cull

This is where the selection committee reviews all applications submitted for the position against each selection criteria. A 'short list' of applicants to be called for interview is created.

If there are a large number of applicants meeting all selection criteria, the committee will select candidates for interview on the basis of how strongly they meet the selection criteria.

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### The interview

If you are short listed, you will be contacted with at least three (3) working days notice before the interview. You will be advised of the date, time and location of your interview, and who will be included as a panel members during your interview. You will also be advised if you are require to bring examples of your work or if you are require to perform a task/test as part of the interview.

To prepare for your interview, familiarize yourself with your application and the job description. Anticipate questions that the selection committee may ask from the selection criteria and formulate responses. Questions will usually relate to the selection criteria, the functions of the job, your skills, knowledge and experience.

The selection committee can only base its decision on the information provided by you at the interview and in your job application. You will be asked a set of questions relating to the position you are applying for and, at the end of the interview, you will be given the opportunity to add any information in support of your application and ask questions.

### Some common problems at interview:

- If you do not fully understand the question, you may ask for the question to be repeated or asked in a different way.
- If your mind goes blank on a matter that you know, raise the points you can remember and ask if you can return to the question at the end of the interview.
- If you remember something about an earlier question, refer to the earlier question at the end of the interview and provide the additional information.
- If you know a great deal about a topic but are not sure how much detail is required, summarise the main points and ask if there are any points you should expand upon.

### After the interview

After all interviews are completed, the selection committee will recommend a candidate for the position. The convenor will contact the relevant referees, organise criminal records checks and seek approval by the Management Committee. On successful completion of this process, you will be contacted by telephone and informed. This will be followed by a letter of offer confirming your employment and will include details such as salary, award, hours of work, employment status, probation period and date of commencement.

In the event that you have not been successful, you will receive a letter informing you within three (3) weeks or less of the interview. Unsuccessful applicants are encouraged to contact the convenor and to seek feedback to inform future job applications.