

# How to apply for a position at Canterbury City Community Centre

## Before Applying for the Position, you must

- Read the Advertisement and Position Description carefully. Identify how the job can utilise your skills and qualifications and whether the Organisation is a good fit for your values and outlook.
- Perhaps visit our website and facebook pages to find out a little more about Canterbury City Community Centre. Working with us is about ensuring it's a good match of skills, values and qualifications – it's a two way relationship.
- If you still have questions about the role, or about the Organisation, contact the staff member listed on the advertisement and seek clarification. Any questions should help you clarify what the role is about or to help target your written application in the best way. We don't accept verbal claims for the position over the telephone – you must apply in writing.

## When applying for the position, you must

- Understand that only applications that address the selection criteria will be considered.
- Be honest. Only claim qualifications or skills that you can demonstrate or provide proof of. For example, all staff employed at Canterbury City Community Centre supply copies of relevant qualifications cited in their applications.
- Respond to each of the selection criteria. Some of your responses might be stronger than others but try to identify your experience (including life experience) and skills that you would apply to the requirements of the role.
- Provide the names of two referees and their contact details. A referee is someone who is familiar with your work. If you are selected for an interview, and we are interested in offering you the position, we will first contact your referees to confirm your skills, abilities and experience.
- Provide a copy of your resume.

If the above information is not provided, you may not be offered an interview, as the Employment Sub Committee will be unable to determine your suitability for the position.

## Closing Date

In fairness to all applicants, we will only consider applications received by the advertised closing date.

## Employment Sub Committee

An Employment Sub Committee is formed to process the applications and this may consist of the CEO/EO, Programme Manager and one other person. Once all applications are received, and after the closing date, the Sub Committee will consider all the applications and will progressively cull those which do not adequately meet the requirements of the advertised position.

The Convenor of the Sub Committee will contact applicants chosen for interview, and this will be conducted by at least two people from the Employment Sub Committee.

Canterbury City Community Centre is an Equal Employment Opportunity Employer. Each applicant will be treated fairly and will be considered for the position on the basis of skill, aptitude and relevant qualifications.

Where any member of the Employment Sub Committee knows an applicant, that member must disclose how they are known to each other. If the relationship constitutes a conflict of interest, and will influence the Employment Sub Committee Member's ability to provide a fair and non-biased opinion, that member will be replaced as soon as possible.

The Position may be re-advertised if there are no applicants who fulfil at least the essential qualifications stipulated in the advertisement.

### **Confidentiality**

All applications will be treated as confidential and only members of the Employment Sub Committee will view and discuss applications.

### **Overseas qualifications**

Overseas qualifications will be considered and accepted wherever possible and appropriate.

### **Interview process**

If you are invited to attend an interview we will let you know of

- The time of the interview and approximately how long it will take;
- The number of people on the panel and who they are;
- The place of the interview and directions of how to get there if needed;
- Any expectations regarding examples of previous work, or performing tasks during / after the interview.

Interview questions are generally made available to applicants ten minutes prior to the commencement of their interview.

The interview questions will be the same for all applicants and will be based on the selection criteria and the position description. We try to make the Interview as relaxed as possible so that applicants are able to focus on the questions and their answers – it's in everyone's best interest to facilitate a situation where each applicant is able to showcase their skills and qualifications for the position.

### **Decision-making**

As soon as possible after the Interview, the Panel will decide the successful applicant. The Convenor of the Employment Sub Committee will contact the referees of the successful applicant. This can take a few days if referees are difficult to contact.

The Convenor of the Sub Committee will contact the successful Applicant to offer them the position and clarify start times and conditions. Once the position has been accepted, unsuccessful applicants will be informed of the outcome of their application. We will do this by writing to those applicants who did not receive an interview, and by telephoning those who progressed to the interview stage but were unsuccessful.

### **Feedback**

Every position is about ensuring the right match of skills and experience for the job. We are happy to provide feedback for unsuccessful applicants if desired in how their application could have been stronger. We are also happy to receive feedback on how applicants have found the interview process and what could have made it better.