



# Darling Downs-Moreton Rabbit Board

## Job Application Guidelines

1. Have you got a copy of the position description for the position you are going to apply for?

Phone the person who was named in the newspaper advertisement as the contact and they will post you a copy, or drop into the Board office at 26 Wood Street Warwick to collect one. If you are not sure who to talk to please ask for the Recruitment Officer. If you wish to find out more about the position than is explained in the advertisement or position description, the recruitment officer will be happy to assist you or will refer you to another Board Officer who is familiar with the position requirements.

Our office telephone number is (07) 4661 4076.

2. You will need to submit a letter of application and a copy of your most current resume.

We recommend that your letter of application and resume include the following things;

- If you can, type your application. Otherwise neat handwriting is acceptable. Remember you want it to be easy for us to read your application.
- Never send us your only copy of your resume or supporting papers. The only original document you send should be your letter, and it is a good idea for you to keep a photocopy of that for your own records.
- Put your full name, address and contact phone number(s), especially a business hours contact number, at the top of your application letter. This makes it easier for us to get in touch with you if we need to.
- Date your application letter.
- You should clearly state which job you are applying for.
- Read the selection criteria, as you will need to explain in your application how you meet them.

Answering the selection criteria is usually done by writing separate sections about each of the selection criteria, with a heading or title for each section.

You can do this as part of your letter, or attach this information to your letter as additional pages.

Answering the selection criteria requires you to demonstrate how you measure against the "Selection Criteria" section. Good applications describe how the person applying has;

- Used the skills listed in the past for work, for a hobby; or what you are doing to develop the skill(s). It is also advisable to explain how much you have used these skills. (For example, Tony drove a tractor once a year to haul floats in a street procession, but Chris has used a tractor to plough and slash on the family farm for the past five years.)
- Used or gained the knowledge listed in past jobs or hobbies; or what you are doing to gain the knowledge required.
- When and where you obtained the required experience or qualifications. If you don't quite have the experience or qualification, what have you been doing to obtain this experience or qualification?
- It is also to your advantage to describe any work or hobby experience you have in tasks similar to those listed in the "Key Responsibilities" section of the position description.

- We recommend you include names and business hours contact telephone numbers for two referees who will be able to talk to us about your work. Make sure you tell your referee that you have applied for the position and that they may get a call. We won't call your current employer unless you give us permission to do so.

- Make sure you sign your letter of application.

- In your resume try to include a brief description of the tasks and activities you were responsible for in past jobs. Remember we want you to give us a picture of what you are capable of doing. Voluntary, temporary and part-time jobs should be included. Most resumes should be 1-2 pages or as brief as possible, although more is fine if you have a lot to show.

- In your resume list courses and training you have attended. We recommend attaching copies of your most important or recent results and certificates. If you have more, list the rest with a note that you are happy to provide copies on request. If you have School or University results, provide photocopies of the School or University issued academic record or certificate. Results that are provided in any other form could look questionable.

- Special folders for your application and resume are not really necessary. We undo applications sent to us in folders, so we can put all applications received in the one file. Staple or clip all your pages together. If you want to look different to the others, pay attention to the page layout and presentation of your application. Use attractive paper if you prefer; A4 size is best. Be careful not to select a dark colour if you are using tinted or coloured paper. Dark colour paper does not photocopy well.

3. Get your application to the board on or before the closing date and time. Your application (that is your letter, resume and any attached pages) should be addressed to the Recruitment Officer.

Post to: Recruitment Officer  
Darling Downs-Moreton Rabbit Board  
PO Box 332  
WARWICK QLD 4370

Hand deliver to Our Office at:  
26 Wood Street Street  
WARWICK QLD 4370  
Marked: - Attention: Recruitment Officer or:

Email to: [ddmrbrd@bigpond.com](mailto:ddmrbrd@bigpond.com)  
Marked: - Attention Recruitment Officer

If your application is likely to be late, we recommend you telephone before cut off deadline and request permission for a late application to be accepted. Without prior approval it is unlikely to be accepted.

4. Following the closing date, if you are short-listed, you will receive a letter or phone call to invite you to attend an interview. A selection panel will conduct the interviews. When the selection process has been completed, all applicants will be advised by letter whether they have been successful or unsuccessful.

5. The information that you have provided to us in your application will be stored on the Board's records for a period of one (1) year, in keeping with the State Archives Retention & Disposal Schedule. You may, at any time, access the information that you have provided us in your application. Please note that your application is only current for the position to which you are applying.

**Good Luck with your application.**