

# TOURISM TROPICAL NORTH QUEENSLAND EMPLOYMENT APPLICATION GUIDE

## Your Application

Ensure your application is well presented and concise. It is important that you address each of the selection criteria, as these will be used as the basis for assessment for interview suitability.

It is recommended that you include the following information in your application:

- A covering letter
- A concise statement describing how you meet the general skill requirement criteria as specified in the position description. This criterion outlines the experience, knowledge, skills and abilities necessary for the position. It is important to *demonstrate* how you meet these criteria. Whether you address the criteria point by point or in a summary format is up to the candidate.
- A summary of your work experience including where you have worked, positions held, period of employment and duties performed. Provide specific examples where possible.
- The names and contact information of at least two referees who could provide comments on your *work performance* in a supervisory capacity. You should advise the nominated referees of your application and supply them with a copy of the position description to assist in their referral.

## NOTE

Short-listing for interview is based on how well your application addresses the selection criteria. Write your application so that we can fully appreciate your capabilities. There is no right or wrong format for your written application. Information regarding our organisation is available from our website [tropicalaustralia.com.au](http://tropicalaustralia.com.au). It is **not necessary** to bind your application or to present it in a display folder.

## Lodging Your Application

Applications for vacancies will be included in the position description; general enquiries should be forwarded to:

Director Corporate Services  
Tourism Tropical North Queensland  
P. O. Box 865  
Cairns QLD 4870  
E: [employment@ttnq.org.au](mailto:employment@ttnq.org.au)

## THE SELECTION PROCESS

### Short-Listing

Once the call for applications period has closed, all applications will be viewed and categorised by how the candidate's experience and qualifications match the selection criteria. Short-listed candidates will be invited for an interview with the Department Manager who is seeking the candidate. After the first round of interviews is completed, those candidates successful in securing a second interview with the Department Manager and the Chief Executive Officer will be advised.

### The Interview

Questions asked at the interview are developed from the criteria. You should describe actual situations or tasks you have been involved in which best relate to the criteria. You will be assessed on how well you demonstrate the skills and abilities to meet the criteria.

### Reference Checks

Referees of the short-listed candidates will be contacted after the second interview.

### Certificates

If applicable, you may be required to produce evidence of your:

- Australian Citizenship or permanent residency status
- Academic qualifications

### After the Interview

Once the selected candidate has been appointed, all unsuccessful candidates will be notified in writing as soon as possible, all short-listed applicants who were interviewed will be advised via phone.

To **accommodate particular needs** (e.g.: disability) please advise the Director of Corporate Services when you are notified for an interview of any special requirements.

If you have any queries or need more information, please contact the Director of Corporate Services.