Thank you for your interest in applying for a position with ACARA. We appreciate that applying for a position can seem overwhelming for first time candidates. To assist, we have developed this guide to support external job seekers through our application and selection process. All existing ACARA employees are asked to apply for positions through the ACARA intranet only.

**Applying for a job**

To apply for a job at ACARA, you must submit an online application by the advertised closing date via [ACARA’s employment page](#).

To view ACARA’s current vacancies, you will need to complete the following steps:

- Click on the tab ‘**About us**’ then ‘**Employment**’

  ![Screenshot of ACARA’s employment page]

- Search current vacancies by location using the **job search tool**

  ![Screenshot of ACARA’s search openings]

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Click on the **position title** of the position you are interested in for an overview of the position and position description.

At the bottom of the page under the position’s Key Accountabilities click on ‘**Apply for this Position**’.

To complete your application you will be required to **register as a new user** by creating an account using a valid email address. Please check this email account on a regular basis as we’ll be sending you communication regarding your application.
You don’t need to create a new account each time you apply for a job - one account allows you to submit multiple applications.

If you have previously applied for a position with ACARA, you can login to your candidate profile under ‘Are you a returning applicant?’

If you do not remember your password, click on the highlighted link ‘click here’ to reset your password.

Once logged in, you are first presented with your candidate profile. You have an opportunity to review your personal information and ensure it is correct by clicking on ‘Update My Information’.

To search for current vacancies from within your candidate profile, click on ‘Search openings’. You can also set up Job Alerts to automatically notify you of future vacancies.
Simply click on ‘Job Alerts’ at the top of your profile and select the criteria that applies to you.

Click on the position title of the position you are interested in applying for and you will be redirected to the position overview page. To apply, simply click on ‘Apply for this Position’ to be taken to the application form.

**Application form**

Many of the questions in the application form are mandatory. These fields are marked with an asterisk (*) and you won’t be able to submit an application until all of these fields are completed.

Once you have clicked on ‘Apply for this Position’ you will be prompted to upload your resume as an initial step using either your LinkedIn Profile or your resume. Doing this step, will save you time by populating most of the required fields (marked with an *) in the application form. It is recommended that you review the information that has been pre-populated and fill in any remaining information.

Once you submit your application, you will not be able to update it at a later time so it is important to ensure you have addressed all the requirements before it is submitted.

**Addressing the key selection criteria**

As part of the application process, you will be required to submit a response to the position’s Key Selection Criteria in the spaces provided. These fields are marked as mandatory within the Application form and it is recommended that responses to the criterion be composed in a separate document outside the system, then copied and pasted into the online application form as you will not be able to save and return to your application once you have commenced.

When addressing selection criteria, provide evidence of the skills and capabilities being sought. A useful guide for answering each criterion is the STAR (Situation, Task, Action, Result) approach, commonly used in behavioural interviews. Your statement about the action you took is most important in this process, and the selection panel will use this part of your response to assess your application.

**Situation** – think of a challenging situation, preferably in your work life, that best describes your ability to address the criterion. The position description will give you an idea of a situation that would be appropriate. Briefly outline this situation or scenario.
Task – describe what tasks were required in this situation and how you identified that these tasks were necessary. You can combine the situation and task into one sentence.

Action – mention how you took action and discuss your specific action and not the action undertaken by the team. Describe the action you actually took and not what action you might take.

Result – this refers to the outcome of the situation and how others responded to the situation. This may incorporate your reflection on the issue and feedback from supervisors, customers, work colleagues or others. It may also involve noting what you learnt from the experience and how your action could be improved in the future.

Please note, if you do not address the key selection criteria in full, your application may not be considered.

Resume and additional supporting documentation

Please ensure that your resume is up to date and is no more than three pages in length.

You may also be required to submit additional information such as qualifications, academic transcripts or verification checks. Our HR team will let you know during the selection process or prior to an interview.

Once your application is submitted

When you have completed the application form, you will be required to complete the candidate declaration by e-signing your application. Click on ‘Submit’ to complete the application.

You will then be redirected to a confirmation page, which will state that your application has been successfully submitted and the position you applied to.

All applications receive a notification email confirming the application, this email will be sent to the email address you specified in your application/profile. If you don’t receive this email, please check your spam/junk folder.

You can check the status of your application at any time by logging into your candidate portal via ACARA’s employment page. Simply log in using the email account and password you created when setting up your account. To do this, simply click on ‘View Status’.
Welcome Brad Cooper

Welcome Back!

Positions you have applied to:

- Position Title

You are not currently being considered for any openings.

Last updated: 6/11/15 3:19 PM
Application submitted: 6/10/15 11:52 AM