

Applying for a job at the MDBA

Our job advertisements include the following information, which will help you decide if the job is the right job for you:

- The title of the job
- Whether it is ongoing or non-ongoing (temporary)
- The salary range and the classification level
- The location of the job
- A job description
- The name and contact details of a contact officer.

Good applications make a positive impression and can lead to an interview or further assessment. Prepare a strong (and accurate) application highlighting your skills, abilities and experience, and how they meet the requirements of the role. Your application will be assessed on the basis of merit.

It is important to provide all the information specified. This may include some or all of the following:

- A copy of your CV or resume including contact details for your referees
- A statement of claims (a 'pitch' about how your skills, abilities and experience meet the job requirements) and/or addressing the selection criteria or answering any questions if they have been included.

You may be asked if you identify as Aboriginal and/or Torres Strait Islander, are from a non-English speaking background or are a person with disability. This information is used for statistical purposes—it will not be used to assess your suitability for the job. It is not compulsory to provide this information.

However, some jobs are advertised as only available to Aboriginal and/or Torres Strait Islander people, or people with disability. In these cases, if you wish to apply you will need to respond to questions about your eligibility.

Writing your application

When applying for a job it is likely that you will be asked to submit a written application with your CV. This could be in the form of a statement of claims and/or addressing the selection criteria or answering any questions if they have been included. The job description will help you understand the responsibilities and tasks required in the job.

The selection panel will assess the responses of all applicants. This process will create a shortlist of applicants suitable to move to the next stage—usually an interview but it may be another form of assessment.

Your CV

Most CVs are between two and six pages long. Sometimes a selection panel may request a specific length or that you include particular details. Your CV should usually include:

- Personal details—your name, contact email address and telephone numbers
- Education—details of relevant education and qualifications
- Work experience—your work experience and highlight the main responsibilities and achievements that are relevant to the job you are applying for
- Referees—the name and contact details of referees who can validate and support your application.

Statement of claims

This is your chance to tell us why you are the right person for the job. Tell us why you want to work for us, why you are interested in the particular role, what you can offer, and how your skills, knowledge, experience and qualifications are applicable to the job. In a nutshell—why we should hire you.

Try not to duplicate information that can already be found in your CV but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Remember to stick to the word limit—we generally ask for responses to be limited to 800 words.

Addressing selection criteria

You may be asked to address selection criteria. You should respond to each criterion and explain how you have demonstrated the particular skill or quality. Provide relevant examples. Be clear and to the point. If a word or page limit is set, make sure you stick to it, and edit your responses for grammar, spelling and punctuation.

It is important to provide evidence to back up your claims. Where possible use actual, specific examples of what you have done, how well you did it, what you achieved, and how it relates to the requirements of the job. The STAR model can help you form your answer.

What is the STAR model?

The STAR model is one way of presenting information. Think about the following and use these points to form sentences:

- Situation—Set the context by describing the circumstance where you used the skills or qualities and gained the experience.
- Task—What was your role?
- Actions—What did you do and how did you do it?
- Results—What did you achieve? What was the end result and how does it relate to the job you are applying for?

Office locations

Adelaide, Albury-Wodonga, Canberra, Goondiwindi, Griffith, Mildura, Murray Bridge, Toowoomba

Top tips

- Find a job that interests you
- Spend time researching the job
- Read the job description to make sure it's the right job for you
- Look at our recruitment information pack, website and annual reports
- Speak with the contact officer for more information
- Complete your application as instructed
- Use the STAR model when writing your statement of claims
- Prepare your application by drawing on your skills, abilities and experiences.

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