



Application Information

Thank you for your interest in working at the Mid West Ports Authority (MWPA). This guide is designed to assist you to present the best application possible for assessment.

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Getting Started

The following information will assist you to prepare your application to show you are suitable for the position.

To ensure you have all the information you need please:

1. Download the Position Description Form (PD) from our website.
 2. Check the **essential** selection criteria listed in the PD to ensure you possess the required skills, knowledge and qualifications to successfully perform the duties of the position.
 3. Read the job advertisement for **specific instructions on what to submit** with your application.
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How Do I Apply?

The job advertisement will detail clearly what we need from you to assess your suitability for the position.

One or more of the following may be required as part of your application:

Resume

Your resume should contain your personal contact details including email and mobile number.

It should be a current resume showing your work history, highlighting your skills and experience that are relevant to the position.

Your resume should also include details of all qualifications, tickets, education programs you have completed as well as any supplementary training you have undertaken.

Your resume should include details of at least 2 referees, preferably one who is a current or recent supervisor. That is; people who have agreed to speak on your behalf about your abilities related to the position.

How Do I Apply? (Continued)

Address the Selection Criteria

As part of your application you may be asked to address the selection criteria. This is normally the “**Essential**” criteria listed in the PD. These are the skills, knowledge and experience considered necessary to successfully perform the duties of the position.

To address the Selection Criteria you will need to demonstrate your competitive ability to meet the requirements. To do this, provide examples that support your skills, knowledge and experience.

It is recommended you address each essential criteria separately with a maximum of 3 pages (Total).

The preferred method of addressing the criteria is called the STAR approach. While it is not advised to spell out the STAR approach in your application, it should be used as a guide to provide context to your responses.

S	Situation.	Provide a brief outline of the setting
T	Task.	Explain what you did.
A	Action.	Outline how you did it.
R	Result.	Describe the outcomes.

Covering Letter

You may be asked to provide a covering letter with your application. Your letter should be no more than one (1) page in length and provide a brief overview of your ability to meet the requirements of the position as well as contact details.

Lodging My Application

Applications must be received before the closing time and date listed in the job advertisement. Late applications will not be accepted.

The closing date and time is in Western Standard Time (WST).

Job applications must be submitted to jobs@midwestports.com.au unless otherwise stated in the job advertisement.

An automated confirmation of your application will be sent after your application is received. Please do not respond to this confirmation.

It is strongly recommended that you allow ample time to prepare and submit your application to avoid disappointment.

Preparing For the Interview

The interview is the first impression you make on the prospective employer and as such it is important to put your best foot forward. To do this:

Arrive on time.	It is recommended applicants arrive 10 minutes early to avoid being late.
Research.	Before your interview, browse our website to gain a better understanding of Mid West Ports Authority.
Dress.	First impressions count! Depending on the role you are applying for, you should dress appropriately. Dirty clothes, thongs, casual attire are not acceptable to attend an interview.
Prepare.	Revise your application and the selection criteria as this will be what the interview questions will be based on. Take some notes of any important points you want to highlight in the interview. Also, make a note of any questions you would like to ask.
Relax.	Interviews can be a nerve racking experience. Just be yourself, relax and give open, honest answers. Turn off your mobile phone.

The Selection Process

Once the closing date has passed and all applications received the short listing and selection process will begin.

Applications will be assessed on how well they meet the criteria as detailed in the job advertisement. Applications that do not address or do not meet the criteria will not be shortlisted.

The selection panel will assess each application and agree on a shortlist of the most competitive applicants. The selection process may involve any or all of the following: interview, personality profiling, work based task assessment, referees or other selection methods.

At completion of the selection process, the panel will discuss and agree on the recommended applicants/s.

Applicants may be invited to attend a second interview as part of this process.

Shortlisted applicants will then be asked to undergo a pre-employment medical assessment including drug and alcohol testing. It is important you provide the doctor with details of any medical conditions you have to be properly assessed.

Once a selection is made the successful applicant will be notified by phone. All other applicants will be notified by email.

MSIC

Applicants must also be able to obtain a Maritime Security Identification Card (MSIC). This process involves a federal background check including a police clearance. This is usually done after appointment however; failure to obtain this may terminate the employment.

Checklist

Before submitting your application please make sure you have:

- ✓ Current Resume including two (2) professional referees
- ✓ Written responses to the selection criteria (remember the STAR method)
- ✓ Copies of any relevant documents requested in the selection criteria
- ✓ Proof read your application for errors

Remember – Preparation is the key!