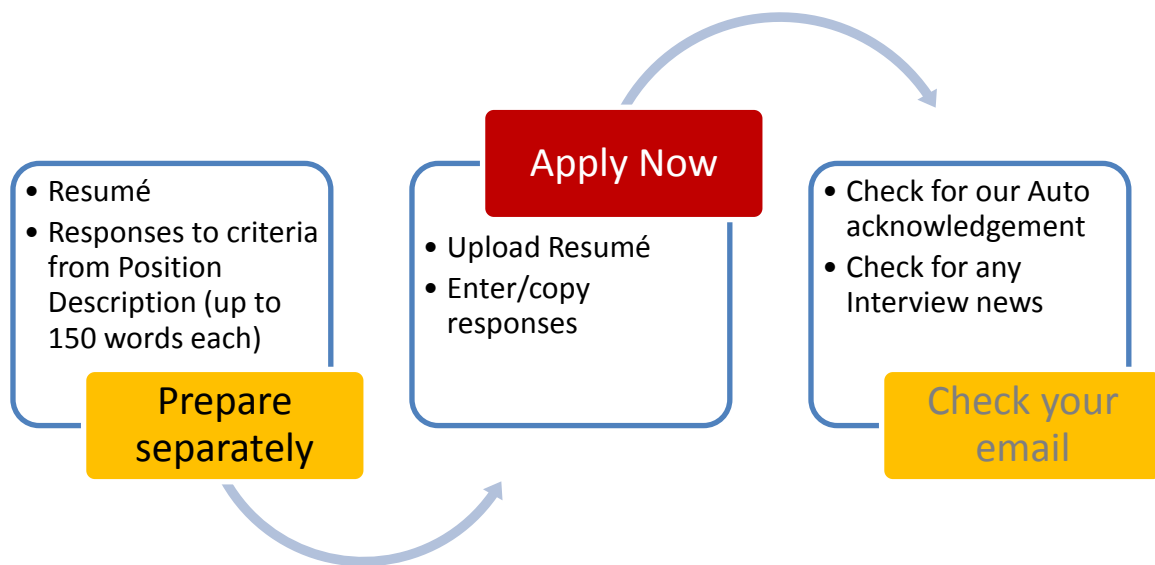


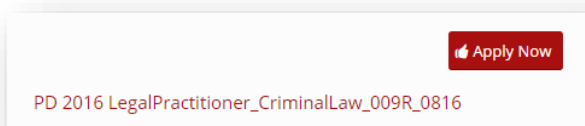
How to apply for a job at ATSILS

Preparing well increases your chances of success



1. Prepare Separately

Read the position description (*below the Apply Now button*) at www.atsils.org.au/job-vacancies



Before you apply, we recommend you download and read the position description to determine whether the role is right for you, and if you have the skills and experience for the role.

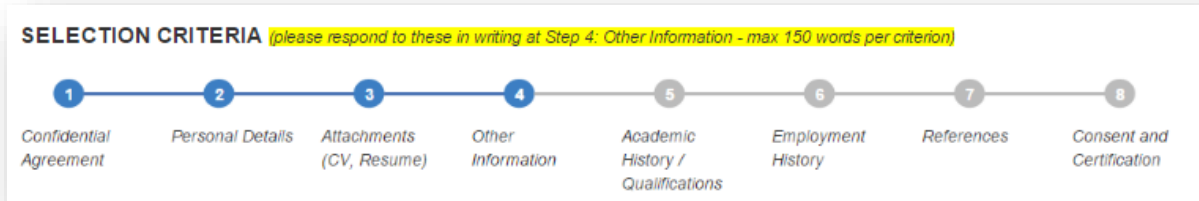
Write your responses to the Selection Criteria in advance of pressing the Apply Now button.

Your claims addressing the Selection Criteria are your opportunity to demonstrate you meet the essential requirements of the position. These are read by the Recruitment Panel.



2. Apply now via www.atsils.org.au/job-vacancies.

Enter your responses online at **Step 4** [Other Information]. Please respond in less than 150 words per criterion.



Technical Tip:

We recommend you prepare your responses in a separate document (e.g. Microsoft Word). Save it. Copy your work into the appropriate data-entry fields in your online application. This prevents loss of data should the webpage refresh during your data-entry time online.

Upload an up-to-date résumé/ curriculum vitae

Your résumé should be up to date and provide an overview of your work experience, educational qualifications and professional development. It is also beneficial to include skills and experience gained outside of paid employment that may be relevant to the position.

Please ensure gaps in your employment history are explained (e.g. community service, travel, study, home-duties). We prefer your résumé/ curriculum vitae to be of four pages in length (or less).

You are not required to upload a Cover Letter, or send your résumé by hard-copy by post, fax or email. However, if you require assistance, please contact ATSILS HR Services on (07) 3025 3888 or write to careers@atsils.org.au.

Aiming for interview selection

Applying online in this way takes time. (Any other effort you have made to apply briefly through a Job Board webpage such as *Seek* or *Indeed*, will not get you an interview invitation.) The ATSILS process in itself demonstrates your online skills that are required to work with us at ATSILS Qld.

3. Next Steps: check your email.

We will contact you firstly by automatic acknowledgement via email when you complete your application. If you are selected for interview, we will phone or text you. Interviews are usually confirmed in writing via email.

If you wish to request a [Skype for Business](http://www.atsils.org.au/interview-arrangements/) interview as you cannot travel to our office(s), please see our <http://www.atsils.org.au/interview-arrangements/> webpage. Test your equipment please. Discuss your plan with an ATSILS recruitment officer well before your interview.

If you are not selected for interview, you will receive advice in writing. This may take several weeks.

We wish you every success and thank you for your interest in working with us at the Aboriginal & Torres Strait Islander Legal Service (Qld) Ltd.