

Your application is an opportunity for you to demonstrate your skills and experiences, abilities and personal attributes. To assist the Selection Panel in determining whether you will be short-listed for further selection tests, please read and follow these guidelines when preparing your application.

1. You are asked to provide the following documents:

- **A covering letter**

Please include:

- The position title and reference number.
- A statement about why you should be considered as a suitable candidate for the position.
- The names and contact details (telephone and email addresses) of at least two professional referees. It should be noted that referees may be contacted at the short listing stage. As an applicant you should make a note in your application if this is not appropriate for you, due to confidentiality.

- **A document addressing the selection criteria**

Please include:

- A specific statement addressing each selection criteria point (if required, *as indicated on the advert*). The selection criteria are found in the position description, which is available on the Murdoch Careers page. It is recommended that this document be a maximum of four pages.

- **Your curriculum vitae (or resume).**

Please include:

- Your full name and address, qualifications, country of birth, citizenship and residency status, employment history, other relevant experience and major achievements.
- Applicants for academic staff vacancies should also include brief details of their teaching and teaching development, research and professional scholarship (including list of publications and/or significant academic achievements) and if relevant, service to your current university and community.

2. Candidates are requested to refer to the advertisement for instructions on submitting applications.

- If the instruction is to apply via our online application form, please do so by clicking on the 'Apply Online' button found at the bottom of the advert. This will take you to a form which needs to be completed as well as your three documents (mentioned above) attached. Documents should be sent in a Word (.doc) or Acrobat PDF (.pdf) format to ensure compatibility. You will receive an email to acknowledge that we have received your application shortly afterward.

3. Please check the closing date for applications to ensure your application will be received within the time specified. **If there is no time specified, the close off time is midnight (11:59pm) of the closing date.**

If you still have any questions or would like to discuss the process further, please do not hesitate to contact the Recruitment Team at recruitment@murdoch.edu.au.

Murdoch University is proud to promote diversity and a safe and rewarding working environment in its employment practices.

Information collected in the course of the recruitment process will be stored securely and only used or released in accordance with the University's Privacy Policy