



**Australian Government**  

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**Commonwealth Grants Commission**

## **INFORMATION FOR APPLICANTS**

Thank you for your interest in the recently advertised vacancy. Your interest is appreciated and, if you are successful, you will find that working at the Commonwealth Grants Commission will provide variety, challenge and satisfaction.

The Commonwealth Grants Commission promotes a strong performance and merit based culture which encourages individual and collective achievements, work practices that are adaptable and open to change, and the highest ethical standards. Underpinning this is a flexible employment framework.

The Commission supports equity in employment opportunities, has employees from culturally diverse backgrounds and recruitment decisions are made on the basis of merit.

Please read the following information before submitting an application. This will help ensure that your application contains all relevant information and that you fully understand the way the Commission considers applications.

### **THINKING ABOUT WORKING IN THE COMMONWEALTH GRANTS COMMISSION**

Before deciding whether to apply for a job with the Commission, study the selection documentation and speak to the contact officer. (The contact officer's telephone number is included in all advertisements.)

#### **Eligibility to Apply**

To be eligible for appointment, applicants must be Australian citizens.

### **PREPARING YOUR APPLICATION**

Brief, written applications, focussed on the selection criteria are essential. The quality (not quantity) of written applications is an important factor in the selection. It is essential that applications address the selection criteria and provide examples that demonstrate your achievements. You are not required to address each of these consecutively – a detailed statement addressing the criteria and relating your experience and skills to your assessment of the Commission's requirements is sufficient.

You are encouraged to:

- attach a brief statement of your employment history; and
- attach the completed CGC Application Cover Sheet.

### **LODGING YOUR APPLICATION**

Please ensure that your application includes the '**APPLICATION COVER SHEET**'. Applications should be sent to the address specified in the advertisement. **Please note** – applications are not automatically acknowledged.

### **REFEREE REPORTS**

Details of your referees are required but written reports are not essential when lodging your application. If written referees reports are requested, you will need to provide your referee with the attached **Rating Scale** which they should use to rate you against each criterion.

### **PROGRESS OF YOUR APPLICATION**

You may contact the contact officer at any time about the progress of your application.

## **RATING SCALE FOR REFEREE REPORTING**

Please comment on the applicant in terms of the attached selection criteria and rate the applicant against each criterion using the rating scale provided below.

Your comments and rating should be based on the applicant's likely capability for the job in question, having regard to your personal knowledge of their skills, knowledge and performance. Comments should be objective and where possible include specific examples to illustrate the applicant's abilities and personal qualities in relation to the criteria. Additional comments may be used to emphasise strengths and weaknesses. In some cases you may be contacted for further discussion or clarification of your comments.

***Highly Suitable***      The applicant possesses exceptionally well developed skills and abilities, as well as the appropriate personal qualities and his/her performance is outstanding.

***Very Good***      The applicant possesses highly developed and relevant skills and abilities as well as the appropriate personal qualities and his/her performance clearly exceeds expectations. He/she could be relied upon to achieve consistently good results with limited supervision.

***Good***      The applicant possesses well developed and relevant skills and abilities, as well as the appropriate personal qualities, and has demonstrated competency at the required level. He/she would have adequate knowledge, would be generally reliable with minimum supervision but would require guidance for more complex situations.

***Satisfactory***      The applicant possesses relevant skills, abilities and personal qualities and their performance is of a satisfactory standard. He/she would require supervision to consistently perform at an acceptable level.

***Unsatisfactory***      The applicant is unable to demonstrate that he/she possesses the relevant skills, abilities and personal qualities.

***Unknown***      Unable to comment against this criterion.