

Application Guide

Helpful tips

- 1) Click 'Apply Online' at the bottom of the job advertisement to submit your application.
- 2) Complete all the questions in the online application. It is recommended you prepare your responses to the targeted question in a word document, then copy and paste into the text boxes available in the online application.
- 3) In the section titled Supporting Documents, please attach:
 - Cover letter (1 to 2 pages in length)
 - Resume (maximum of 5 pages, including two current referees)
- 4) If you'd like an overseas qualification to be considered as part of your claim for a role, you must identify the Australian qualification of which it is an equivalent and the Australian industry or government body which recognised your qualification.
- 5) **Be careful when un-ticking** any files from your I Work for NSW profile that you have already marked as relevant to your application. Un-ticking a file will remove the attachment from your application and this could result in your application being incomplete.
- 6) Ensure your I Work for NSW profile is updated with your current contact information and referees. You are required to provide email addresses and phone numbers for two nominate referees, one of which should be a current or recent supervisor.
- 7) All applicants to ongoing roles **MUST** be Australia or New Zealand citizens or have permanent Australian residency status at the time of application.

Applicants for temporary role **MUST** either meet the above mentioned requirement or have a visa allowing them to work in Australia for the full duration of the temporary role.
- 8) Please **do not** attach proof of identification, qualifications or other documents. These documents will be sighted at interview if you progress to this stage of this process.
- 9) All applications must be submitted online by the advertising closing date.
- 10) You may be required to complete online assessments, skills testing or work samples as part of the assessment process.
- 11) You may be required to undergo checks (medical, working with children, criminal record) as part of the recruitment process.
- 12) Technical enquires: If you receive error messages during the application process, need a password reset or general assistance to create a profile and submit an application contact **I Work for NSW support team on 1800 562 679 (Mon-Fri)** or email support@jobs.nsw.gov.au for assistance.
- 13) NSW State Archives & Records Authority welcomes applications from people with disability. Please indicate if you have any accessibility requirements in your application or speak with the contact person if preferred. We provide reasonable adjustment for people with disability during the recruitment process and welcome a conversation about your requirements.
- 14) NSW State Archives & Records Authority is committed to offering flexible work arrangement where possible. We encourage candidates to discuss options available for this role with the Hiring Manager.