



Information for Applicants

Please apply in writing to Executive Officer, Tenants' Union ACT, PO Box 8, Civic Square ACT 2608. You may email your application to info@tenantsact.org.au if you wish.

Applications: The Tenants' Union does not use application forms. You should apply in writing for the position, addressing the selection criteria.

Selection Criteria: The Tenants' Union provides applicants with selection criteria that are essential points upon which we make our decision to short-list and interview.

If you do not address the selection criteria, you will not be considered for the position. Selection criteria must be addressed separately to your cover letter.

You should include a CV/résumé, setting out your personal details (name, address and contact details), education, previous positions and experience, and two/three referees (names and contact details).

Acknowledgment of Applications: The Tenants' Union does not acknowledge receipt of applications or notify an applicant if they have not been shortlisted, unless requested to do so.

Copies of degrees, diplomas etc: It is not necessary to include these with your application.

Selection Committee: The selection committee usually consists of a Committee representative, a staff representative and an external representative (usually from a similar organisation or a person with particular expertise in the relevant field.) The selection committee shortlists applications, conducts interviews, checks references, makes a decision and reports that decision to the TU Management Committee.

Short Listing: The selection committee will make arrangements to interview short listed applicants.

Interviews: Interviews will be held within 10 days of the closing date for applications. Local applicants will be interviewed in person. Interstate applicants will generally be interviewed by telephone. For telephone interviews a conference telephone is used so all members of the Selection Committee are able to converse with the applicant. The questions to be asked will be based on the job description and selection criteria.

In some instances interviewees may be sent documents including

questions or scenarios to complete prior to the interview.

Final Selection: The successful interviewee will be contacted by telephone and sent a written offer of appointment. Unsuccessful applicants who have been interviewed will be notified in writing.

Employment Contract: The successful applicant will be sent a letter of appointment enclosing a draft employment contract and a copy of the Job Description.

Flexible working hours: The Tenants' Union ACT is able to offer staff a reasonable level of flexibility as to working hours including appropriate opportunities for study leave and attendance at relevant conferences and forums. Staff are required to contribute fully to the Union's activities. This may include working some extended hours from time to time.

EEO: The Tenants' Union ACT is an equal opportunity employer and staff are expected to initiate and/or comply with current equal opportunity principles.

Smoke free environment: The Tenants' Union ACT maintains a smoke-free working environment.

Orientation: The successful applicant will be provided with an orientation program during their first two weeks of employment. New employees will be expected to familiarise themselves with all relevant Tenants' Union policies and procedures including Occupational Health and Safety requirements and accountability arrangements.

For more information, including the Annual Report please access our website at www.tenantsact.org.au