



APPLYING FOR A POSITION WITH AMBULANCE VICTORIA

For all AV positions, the position description outlines the required qualifications, experience, key attributes and skills. These are detailed in the 'Selection Criteria' section of the position description. The position advertisement only provides a summary of the requirements.

YOUR APPLICATION

When you apply for a position with AV, the key to progressing in the selection process is the quality of your application. Your application must clearly demonstrate to the selection panel that you have the qualifications, experience, key attributes and skills required for the position. As your application may be one of many the panel has to review, make it clear, concise and relevant to the specific requirements of the job.

Your application should include:

- cover letter
- resume
- document addressing the selection criteria as outlined in the position description.

Note: please ensure to read the advertisement thoroughly as some positions may require additional information to be included as part of your application.

1. COVERING LETTER

Your covering letter needs to clearly specify the position you are applying for, include the 'Position Vacancy Number' in the advertisement if applicable. The content should be only a few paragraphs outlining your interest in the position and linking your experience to the position.

2. RESUME

Your resume should include:

Personal Details

List your personal details including your contact information including your email address, home address and your contact phone number/s.

Educational Qualifications

Provide details of your qualifications beginning with the most recent and work back in chronological order. Include commencement and completion dates and the name of the institution where you completed them. If you have tertiary qualifications then it is not necessary to list secondary qualifications particularly if they were achieved some years ago.

Employment History

List your employment history beginning with the most recent position and work back in chronological order. Include position title, employer name, commencement and completion dates for all positions held. Provide a brief outline of the key **responsibilities**, **achievements** and **initiatives implemented** for each position. Please do not assume that stating the title of positions informs the selection panel of your experience.

For less recent positions it is sufficient to provide dates and a brief description of the position.

Referees

You should provide the details of at least two (2) current professional referees who can comment on your work performance from a **supervisory** perspective. You should advise your referees that AV may contact them in relation to the position you have applied for. Personal referees are generally not acceptable.

3. ADDRESSING THE SELECTION CRITERIA

The selection panel uses this document to determine who will be invited to an interview. This document should address **ALL** bullet points specified in the selection criteria in the position description including 'Qualifications and Experience', 'Key Attributes' and 'Desirable Skills'.

It is recommended that you use each bullet point as a heading then write a paragraph providing specific examples of situations or tasks that clearly demonstrate you have the required qualifications, experience, key attributes and skills.

SUBMITTING YOUR APPLICATION

Please ensure that your application is received by the closing date as specified in the advertisement as late applications may not be considered.

Receipt of all applications is confirmed within 2 working days via email. If you do not receive a confirmation email please call the contact person specified in the advertisement

IF YOU HAVE ANY QUERIES PLEASE CONTACT THE AV RECRUITMENT UNIT ON (03) 9840 3688.