

Recruitment Guidelines

Submitting Job Application

Job applications are to be sent to the address nominated in the advertisement. Your application must arrive before the advertised closing date as selection panels are not obliged to accept late applications.

Initial Preparation

Before you consider applying for the job and start writing your application please ensure you obtain and carefully read the job description/selection documentation and the information about working in the relevant country. You should also consider the information provided on conditions of employment which will be offered to the successful applicant.

The Application

Your application should be typed, neatly handwritten or may be e-mailed. The application should also include a summary of claims against each selection criterion and details of at least two referees who are able to provide comments on your work performance and an assessment in terms of the selection criteria.

Summary of Claims Against Each Selection Criteria

The selection panel will assess your claims for the job against each selection criterion. These claims will be used as a basis for short-listing applicants for interview. Applications that do not address the selection criteria will not receive further consideration. Use the selection criterion as headings and, as appropriate, explain the relevance of your abilities, experience, qualifications, standard of work performance and personal qualities.

Curriculum Vitae

It is essential that you complete curriculum vitae of personal details, qualifications and employment history, using the Cardno Emerging Markets (Australia) template. This can be downloaded from our website and will assist us in our assessment process. If you are unable to access the template please forward your current curriculum vitae in original format.

Further Assessment/Interview

Short-listed applicants will be notified regarding upcoming interviews and the process. Interviews will be held either by telephone conference, in Australia or Overseas in country. Short-listed applicants will be given a minimum of one week's notice of interview details and will be offered assistance with travel arrangements as required.

Police Check

Preferred candidates will be asked to undergo a Police check.

Psychometric Testing

Cardno Emerging Markets (Australia) conducts Psychometric testing on short-listed applicants as part of the recruitment process.