

## Recruitment Process Summary

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This information is intended to assist you to complete your application for the position of **First Nations Project Officer (Workforce Vacancies project)** and to understand the WRISC recruitment process.

If you have additional questions about the recruitment process or the position, please contact Ash Milne, Program Manager or Yvette Gunn, Business Operations manager on 5333 3666. Applications to be sent to: [applications@wrisc.org.au](mailto:applications@wrisc.org.au)

1. You must complete the application form and submit it with your resume and statement addressing the key selection criteria.
2. Applicants invited to participate in an interview will be required to provide contact details of two professional referees and completed police checks forms.
3. The closing date for applications is **9.00am Monday 2<sup>nd</sup> December 2024**. Late applications will only be considered in extenuating circumstances.
4. WRISC will contact you by email to acknowledge receipt of your application. Only short-listed applicants will be contacted thereafter.
5. **Interviews** of shortlisted applicants are scheduled to take place in the week beginning **9<sup>th</sup> December** and you will be contacted between **3<sup>rd</sup> and 5<sup>th</sup> December to arrange an interview time**.
6. The selection panel will consist of 3-4 people, including a First Nations representative from outside of WRISC.
7. The interview process is designed to explore your application in greater detail and for you to ask any questions you may have about the organisation, the role and employment terms and conditions.
8. After all interviews have been completed all interviewees will be contacted by telephone to advise of the outcome. If interviewees request it, WRISC will provide verbal feedback on their application and interview.

All documentation relating to recruitment is treated in compliance with privacy legislation and only collected and retained for the purposes of employment at WRISC Family Violence Support Inc.