

Thank you for your interest in the position advertised.

Only applications that address the selection criteria will be considered.

To apply for a position, you must:

- Provide a copy of your resume, including your skills and experience
- Provide the names and contact details of two referees. If you are selected for an interview, we may contact your referees prior to this to confirm your skills, experience and abilities
- Address the selection criteria

Interview panel

An Interview Panel comprising of two-three members will be established to consider all applications and select suitable applicants for the interview. The Interview Panel may consist of a member of the Human Resources Team, a senior manager, a community member or a Board of Management member. The Interview Panel will also write the interview questions, interview applicants and contact referees.

All applicants will be treated fairly, free from bias. Where any member of the Interview Panel knows an applicant, the member must disclose how they know the applicant. Where a conflict of interest is present and will affect the member's ability to provide a non-biased opinion, that member will be replaced.

The Interview Panel has discretion to interview applicants who may not have met the criteria in full, but have demonstrated potential to fulfil the criteria.

Following the closing date for applications, the Interview Panel will consider all applications and make decisions regarding who to offer interviews to based on the strength of each application. All applications are treated as confidential and will not be discussed with anyone not deemed essential.

If there are no suitable applicants, BWNG may readvertise the position.

Interview process

If you are selected for an interview, you will be informed of the date, time and location of the interview. Interview questions will be standard for all applicants and will be based on the selection criteria and the position description. The Interview Panel will take notes during the interview and mark each answer using a point system to ensure equality and transparency between applicants.

Selection process

The Interview Panel will decide the successful applicant based on the interviews. Referees may be contacted either before or after interviews. Information received will be kept confidential. A member of the Interview Panel will contact the successful applicant. Once the position has been accepted, unsuccessful applicants will be informed of the outcome of their application.

