



## Guide for Job Applicants

The following information will help you prepare your FPWA job application. Please read carefully before applying.

### Information about FPWA

FPWA (formerly Family Planning WA) provides sexual health services, information and training for men and women of all ages. We advocate for safe sexual health practices and for the removal of laws which discriminate against people on the grounds of their sexuality or gender, or which restrict the choices available to them.

FPWA is committed to excellence in sexual health care, affirming that all people are sexual throughout life, have a right to information and choice, and that acceptance of sexuality is integral to health. Our mission is sexual and reproductive wellbeing for all.

FPWA is a non-government, not-for-profit organisation, and an autonomous member of Sexual Health and Family Planning Australia which is affiliated with the International Planned Parenthood Federation.

FPWA is partially funded through the Public Health Outcome Funding Agreements, administered by the Department of Health, WA. With this funding, FPWA provides a comprehensive range of clinical, counselling, educational and training activities around sexual and reproductive health. Other programmes are funded through project grants from the Department of Health, Disability Services Commission and the Office for Aboriginal and Torres Strait Islander Health. FPWA also raises revenue through self-generated income and other specific project grants.

FPWA is an incorporated body under the overall management of an Executive Board, consisting of ten honorary board members.

### FPWA Services

**Clinics** covering sexual health issues such as testing and treatment for sexually transmissible infections (STIs), HIV screening, Pap smears, contraception, pregnancy tests, planned and unplanned pregnancy information, menopause and fertility

Specialist **counselling** in relationship and sexual health issues including unplanned pregnancy, sexuality and sexual problems

**Education and training** programs in sexuality and reproductive health for doctors, nurses and other health professionals, as well as schools and community groups

A confidential **helpline** providing sexual health information, advice and referrals

**Youth services** through a specialist youth centre

**Information and health promotion** through library services, a comprehensive website and range of resources

**Disability services** through the People 1<sup>st</sup> Programme

**Health services and education** for sex industry workers through the Magenta project

For more information about FPWA visit our website at [www.fpwa.org.au](http://www.fpwa.org.au)



### Job Vacancies

To determine if a job is suitable for you, firstly read the Job Description which details the responsibilities, duties and requirements of the position. If you need further information direct any enquiries to the contact person named.

### Preparing Your Application

To prepare an effective application you should have a clear idea about what is required of the job and whether you have the qualifications and experience to succeed in the role.

Your application should consist of **two** things:

- A **covering letter** stating your name, address and contact details, which position you are applying for and a brief paragraph about why you feel you are suited to the position.
- A **resume** outlining your work experience, including activities undertaken and key achievements, along with details of education or professional training. You will need to supply the names and contact details of two recent referees who are able to comment on your work performance at the time of application. You should always let referees know you are nominating them.

### Lodging Your Application

Applications may be lodged in one of three ways: by post, facsimile or email addressed to the contact person identified in the Job Description. It is the applicant's responsibility to ensure their application has been received by the closing date/time.

### Assessment of Applications

Following the closing date a selection committee will shortlist a group of applicants for interview comprised of those who meet the selection criteria requirements at the highest level.

Short listed applicants will be contacted by telephone to arrange an interview time. This usually happens within two weeks of the closing date. Please note that if your application was unsuccessful you will **not** usually be advised until after the position has been filled. At this time all applicants will be notified in writing and provided with contact details of a selection committee member who can give them feedback about their application. This feedback can be of assistance with future applications.

### The Interview Process

If you are contacted to undergo an interview, please advise the person if you have any concerns, questions or special needs.

Consider the following when preparing for your interview:

- The selection committee will usually consist of 2-3 people who will be looking for your ability to meet the requirements of the job.
- Think about your answers, even if it takes some moments to prepare your response, and always ask questions if you are unsure of anything.
- During the interview committee members may make notes as you are talking to help



them recall information when it comes to making a decision. Don't be put off by this or feel you need to keep talking. The panel will ask you for more information if they need it.

Every interviewee will be asked the same questions. To prepare yourself for the interview questions it is suggested that you:

- Re-read the Job Description.
- Focus on the selection criteria and think of examples of work situations where you applied the relevant skills and abilities.
- Don't assume that the committee knows about your suitability for the job, even if you have worked with them before or have previous experience in the position.
- Answer questions fully without unnecessary details and where possible, relate your answer to direct experiences you have had.

Prior to interview all applicants are required to complete a questionnaire on sexuality attitudes and values. Your answers may be discussed during the interview. Pre-interview screening may also be undertaken from time to time.

After all interviews have been conducted the selection committee will make a recommendation and offer the successful applicant the position. A commencing remuneration rate will then be negotiated. Original documents or certified copies of qualifications and certificates, along with a current police clearance, will need to be provided on commencement.

In compliance the Privacy Act, unsuccessful applications will be immediately disposed of in a confidential and secure manner as soon as the successful applicant has been appointed to the position.

### Workplace Diversity and Equal Employment Opportunity

FPWA is an equal opportunity employer committed to the principles of cultural diversity.

### Final Checklist

Have you:

- Read the Job Description?
- Included a covering letter and a current copy of your resume?
- Notified your referees to let them know they may be contacted?
- Made sure your application was received by the closing date/time?

**Good luck with your application!**