

## Why work for Cancer Council WA?

We are:

- an organisation that is at the forefront of Cancer prevention and research
- working towards something that is making a difference
- a collaborative and supportive team
- competitive with salary and benefits with salary packaging opportunities

## Current vacancies

Are you passionate about contributing towards a cancer-free future?  
Find out more about our current career opportunities below.

## How to apply for a position with us

If the position is advertised there will be instructions on how to apply at the bottom of the ad. Generally our positions require a cover letter addressing the selection criteria and resume summarizing employment history.

When emailing an application please quote the position title in the subject heading of your email application.

If no closing date is listed for a vacancy the recruitment and selection process will commence on receipt of your application.

If there are no current vacancies that match your knowledge, skills and abilities you can forward your resume with a covering lettering to [careers@cancerwa.asn.au](mailto:careers@cancerwa.asn.au) for future vacancies.

## Selection criteria

Along with your resume your application should include a covering letter or document addressing the position's selection criteria. The selection criteria refers to the key attributes under the 'Who Are You' section of the ad. Each bullet point under this section identifies an essential or desirable criteria including: knowledge, qualifications, skills, experience, abilities and licenses/memberships. You are required to make a statement that demonstrates how your knowledge, skills, experience and abilities relate to each criterion.

To ensure you are clear and concise some suggested methods on how to address to selection criteria include responding the STAR or ABC formats as defined below.

### STAR Method

S = situation, details of the context of the experience

T = task, what was your role, what task were you assigned or trying to complete

A = actions, what did you do in response to this situation

R = result, what was the result that flowed from your actions.



#### ABC Method

A= Activity - what happened, what the situation was

B= Behaviour - what you/others did

C= Consequence - what the outcome was

#### **Our recruitment process**

Cancer Council Western Australia's objective is to recruit, select and appoint the best people available for positions.

Our recruitment and selection activities focus on your experience, qualifications, behaviours and knowledge to successfully carry out the requirements of the job. In addition we focus on your motivation and ability to positively contribute to the values of our organisation.

As a minimum, the selection process involves: telephone screening, face to face interview, two reference checks and verification of eligibility to work in Australia , Police and Working with Children (if applicable) checks.

