

## *How to Apply*

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### **Eligibility**

To be eligible for employment at the Gallery you must be an Australian citizen and the successful candidate may be required to undergo and maintain a baseline security clearance. Applicants who have received a redundancy benefit from the Commonwealth must have completed the required exclusion period.

### **Inclusion**

The National Portrait Gallery of Australia values workplace diversity and encourages applicants from different backgrounds, experiences and perspectives to apply.

### **Before applying**

You can ring the Contact Officer if you need further information about the position.

If you are deaf, hearing or speech impaired, you can contact us through the

- National Relay Service TTY call 1800 555 677, or
- Speak & Listen call 1800 555 727, or
- Internet relay visit [www.iprelay.com.au](http://www.iprelay.com.au) and ask for 1800 026 132.

### **Your application must include**

- Applicant Coversheet
- Your Curriculum Vitae
- Written response as per the directions on the position description

### **Ideal Candidate**

You may need to supply a statement of what makes you “our ideal candidate”. This is a short statement (250 words) outlining why you are the perfect person for the role. You should consider what you can bring to the role that sets you apart from other candidates. This could include special interest in the arts, previous experience in Cultural Institutions or specialist skills.

### **Selection Criteria**

You may need to complete a Statement of Claims addressing the Selection Criteria.

The Statement of Claims is a document, which allows you to provide examples of how your experience, knowledge, skills and/or qualifications meet each of the criteria. Each criterion must be addressed separately. The information provided should be clear and concise.

Failing to provide a Statement of Claims may mean that the interview panel cannot assess your application.

# NATIONAL PORTRAIT GALLERY

## **Who sees my application?**

- The Privacy Act 1988 protects personal information provided. Information provided will be used for recruitment purposes only.
- Applicants should be aware that the names of successful applicants will be notified in all formats of the electronic APS Employment Gazette, at <http://www.apsjobs.gov.au>
- All applications will be retained in the National Portrait Gallery of Australia's recruitment section in accordance with the requirements of the *Archives Act 1983*.

## **Application Submission**

The Gallery accepts applications by email only. Late applications will not be considered.

To submit your application via **email**, please email [npghrservices@npg.gov.au](mailto:npghrservices@npg.gov.au)

**For any further information, please contact NPGA HR Services on 02 6102 7000 or visit our website [www.portrait.gov.au](http://www.portrait.gov.au)**