



How to Apply

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

Eligibility

To be eligible to apply for vacancies at the Museum you will need to be an Australian citizen or be a permanent resident of Australia. Applicants who have received a retrenchment benefit from the Commonwealth within the preceding 12 months are ineligible to apply.

Before Applying

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

Your application should include

• Resume

- including names and contact of two referees
- work experience
- qualifications and membership of professional organisations

• Application and Selection Criteria Form

- you will 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 your application cannot be assessed by the interview panel.

Note: The fields in this form are text only fields. When copying from a word processor such as word, the formatting will be lost.

Who sees my application?

- Personal information provided is protected by the Privacy Act 1988. 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
<http://www.apsjobs.gov.au>
- All applications will be retained in the National Museum of Australia's recruitment section for 12 months after the selection and then destroyed.

How to Apply

The NMA accepts applications online, by email or by mail. If you wish to submit an application after the closing date you must have the approval of the Contact Officer for the position. Late applications must be emailed to recruitment@nma.gov.au

Submitting Applications online	Submitting Application by mail or email	
<p>To apply you will need to</p> <ol style="list-style-type: none"> 1. Download and complete an Application and Selection Criteria Form. Note: The fields in this form are text only fields. When copying from a word processor such as word, the formatting will be lost. 2. Complete Applicant details online including cover letter field 3. Attach Application and Selection Criteria Form 4. Attach Resume <p>and then submit. On successful submission an automatic thank you will appear on screen. We recommend that you print the thank you note for your records. If you do not get an automatic thank you please call or email recruitment during working hours. (Phone 02 6208 5037 or email recruitment@nma.gov.au.)</p>	<p>To apply you will need to attach</p> <ol style="list-style-type: none"> 1. Cover letter including applicant details 2. Statement addressing selection criteria 3. Resume 	
<p>Visit</p> <p>www.nma.gov.au/recruit</p> <p>and submit online</p>	<p>Email your application to</p> <p>recruitment@nma.gov.au</p>	<p>Send your application to:</p> <p>The Recruitment Officer National Museum of Australia PO Box 1901 CANBERRA ACT 2601</p>
	<p>Hand in your application to:</p> <p>Reception (9.00am to 5.00pm Monday to Friday) National Museum of Australia Ground Floor Administration Building Lawson Crescent ACTON ACT</p>	