

Thank you for your interest in applying for a position at Kimbriki Environmental Enterprises Pty Ltd (KEE). Read this guide before you submit your application.

Kimbriki recycling and landfill site is located at Kimbriki Road, off Mona Vale Road, Ingleside.

Kimbriki is open 7 days, 7am to 5pm.

Before applying for any advertised position with Kimbriki you will need to obtain a copy of the relevant position description.

Applying for a Position with Kimbriki

You must submit the following by the closing date shown on the advertisement:

- A statement which address each selection criteria
- A copy of your resume
- A completed application for employment form

Preparing Your Application

A statement which addresses the selection criteria

Each position description contains a list of essential and sometimes desirable criteria. You should write a statement setting out how you meet each of the criteria. The best way to set out your statements is to list each criterion and then explain clearly how you meet it. When addressing each criterion you should consider your response in terms of qualification, knowledge, skills, abilities and relevant work experience that could be expressed by demonstrated examples.

Your Resume (or curriculum vitae)

You should include a resume or curriculum vitae with your application. This should set out details of your employment history and education.

The Application for Employment form

Complete the application for employment form noting the title. Complete your personal details and include all daytime phone contacts. Include the names and phone numbers of two current referees. It is important that your nominated referees know you are applying for the position.

Submitting your Application

Applications should be forwarded by the **closing date** as follows:

Mail: Kimbriki Environmental Enterprises Pty Ltd
Human Resources
Locked Bag 6
Terrey Hills NSW 2084

Email: kimbriki@kimbriki.com

Deliver to: Administration building, Kimbriki Resource Recovery Centre, Kimbriki Road, Ingleside, during normal office hours 0830-1700 Monday to Friday.

Short Listing for Interview

All applications will be accessed by a selection panel to decide who will be interviewed. In determining the interviewees the selection panel will consider your response to the selection criteria and your qualifications, experience, skills and personal attributes (relevant to the position).

Selecting the best person for the position is part of Kimbriki's policy of equal employment opportunity.

The Interview

If you are invited for an interview, Kimbriki will contact you and tell you where and when the interview will be conducted. Generally you will be given at least three (3) working days' notice before the interview.

In general, you will be interviewed by a selection panel. The selection panel will ask questions related to the position description and selection criteria. In support of your claim for the position, you may want to demonstrate or show the selection panel relevant samples of work, i.e. documents, reports, etc.

What you must bring to the Interview

- Proof of identification
- Original Qualifications (if the position requires you to have qualifications, you must bring the originals or certified copies)

Medical Assessment

Applicants being considered for positions requiring manual tasks, outdoor work & exposure to noise will require a full medical assessment, including a skin check, hearing test and chest x-ray, to determine that they are fit and capable of performing the duties required of the position.

Kimbriki will not discriminate against applicants with a poor medical assessment except where the assessment indicates they will be prevented from, or find it difficult to carry out the inherent requirements of the position. The final appointment decision will include consideration of reasonable adjustment for any employees with a disability / illness.

Post Interview Feedback

If you are not selected for the position you can speak to the convenor of the selection panel who will be able to give you constructive feedback on how you went in your application and interview. Remember, the selection panel chooses the person who best meets the selection criteria.

Further Information

Further information regarding Kimbriki can be obtained through our website www.kimbriki.com

Phone (02) 94863512 during office hours if you have any questions regarding the position.