

## HOW TO APPLY: WORKS ASSISTANT

Address the following selection criteria by writing **at least half a page** for each criterion. To assist you in doing this we have listed some questions under each criterion. You don't have to use them but they may help in guiding your response. When writing a response to these questions, the best strategy is to use examples from your past work, schooling, sports, volunteer activities or life.

**Criterion 1: Experience in the use of tools, plant and equipment associated with building and works AND/OR grounds and gardens maintenance**

Describe in detail the sorts of tools, plant and equipment that you have used associated with either gardens or buildings

**Criterion 2: An understanding of contemporary and historical building AND/OR garden practices, techniques and values**

What is your understanding of either a) modern and historic gardens techniques, practices and values OR b) modern and historic building practices, techniques and values

What situations in the past have you used these and how?

**Criterion 3: The ability to work either independently or as a member of a team, to take instruction and undertake training and assessment**

Have you worked as part of a team before?

Under what circumstances?

How was teamwork helpful to the situation?

How did you help assist your team members to achieve a positive outcome?

Describe a time when you have worked under supervision

How do you respond to being given direction?

Detail any training and assessment that you have undertaken in the past.

**Criterion 4: Good interpersonal and communication skills, including the capacity to liaise effectively with people from all walks of life**

Write about a time that you demonstrated good communication skills. Describe the situation, what you did and what the outcome was.

What are your methods for communicating with people from all levels?

**Criterion 5: The capacity to understand and solve problems by referring to established procedures**

Describe a problem that you have had in the workplace in the past.

How did you use the established procedures there to solve your problem?

What was the outcome?

Would you have done anything differently?

**Criterion 6: Awareness of Work Health and Safety issues**

Explain what you think is meant by Work Health and Safety

How have you practiced this in the past?

How is it relevant to the job you are currently applying for?