



Thankyou for you expression of interest in employment opportunities with Banjo's. Please read the important information below.

Why Banjo's?

Banjo's offers real career development and employment. When you start at Banjo's a lifetime of opportunity opens up.

Banjo's is a Registered Training Organisation, Tasmanian winner of "*Training provider of the year 2001*", and can issue Nationally Recognised qualifications. Banjo's is registered to deliver Certificate II and III in Retail Operations and Certificate II and III in Food Processing (Sales and Retail Baking).

There are also opportunities in Sales and Production Management, Corporate Positions in our head office, and even the chance to operate your own Franchised Banjo's Bakery. How far you take your Banjo's career is up to you. We have the resources to make it happen.

Work Environment

Banjo's is a great place to work. We capitalise on individual skills and diversity to create a working environment that it not just productive but good fun as well.

Banjo's actively supports the development and promotion of a flexible performance culture, with a focus on training with appropriate rewards and incentives.

Our People

It no accident that our staff are dedicated, vibrant, well trained and have a "can-do attitude". We only employ the best people. If you have something extra to offer, and want to develop your full potential Banjo's is the place for you.

Applying for a Position

Before making a decision to apply for an employment opportunity with Banjo's you should identify what sort of position(s) you would like. You may apply for more than one position. View a copy of the position description from the site or ask us to send you a copy of the position description (email resume@banjos.com.au)

When you receive your position description study it. When you think you have enough information about the position you should draft your application on a word processor. Please note that your position of preference may not always have a vacancy.

What You Should Put into Your Application

Your application should include the following:

- Statements of how you meet, or exceed, the requirements in the position description; and
- A resume or CV, including 2 referee contacts. * Please Note: A resume alone (ie without addressing the selection criteria) will not be sufficient for a successful application.

Frame your application in terms of the position description so that the selection panel has enough information to make an informed decision. The position description lists the qualifications, competencies and experience that the selection panel will be seeking in the successful applicant.

The content of your application is important, as it provides the selection panel with information that will be used to shortlist applicants for interview, and to select the successful applicant. You should respond to each of the criteria in the position description so that you maximise your chances of obtaining an interview or consideration for the position. It is helpful to give examples of significant achievements that illustrate your relevant experiences or skills.

A written referee report is not required, however referees may be contacted during the selection process, so it is preferable to list at least two referees with their contact telephone numbers.

Applicants with special needs are invited to indicate any requirements needed to help them to present their application.

Where Do You Send the Application?

Your application should be sent (preferably by email resume@banjos.com.au with Application Form to the contact person named in the advertisement by closing date specified in the advertisement.

The Selection Process

Once the applications have been received, they are assessed by the Human Resources Manager. Selection may be decided on the basis of written applications alone, or may involve interviews or other methods. All selection processes are based on a fair and equitable merit process, where the relevant abilities, qualifications, experience and applicable personal attributes of the applicant are factored into the process. The panel may use a number of methods to assess your ability to do the job including:

- Work samples;
- Practical tests;
- Group exercises;
- Referee reports.

Once the applications have closed or a specific vacancy identified, the selection process can take up to 4 weeks to complete. If interviews are conducted, you will be advised if you are successful for interview (generally by telephone). If you are unsuccessful for an interview, you will receive a letter advising you of the outcome. Once the interviews have been conducted, the panel nominates the preferred applicant for the position, and the unsuccessful interviewees are notified. If you are the preferred applicant, you will receive a letter of offer of engagement.

Eligibility for Employment

Banjo's is an equal opportunity employer. You must meet the inherent requirements as outlined in the position descriptions.

All offers of employment are conditional on the successful applicant signing a contract of employment.

Probation

Employment is made on a probationary basis. The purpose of a probationary period is to ascertain whether your conduct and work performance meets necessary standards and to ensure that you are able to comply with the inherent requirements of the position.

Probationary engagements are usually between one and three months depending on the position.