



How to apply for Monash jobs

Read the Position Description carefully.

If you have any queries regarding any of the position(s) listed, contact the person listed in the enquiries section of the advertisement.

Prepare your application with the following information as well as any special instructions that may be contained in the Position Description:

- Your curriculum vitae
- An outline of how your experience, skills, qualifications and knowledge meet the key selection criteria listed in the Position Description.

Please note: It is essential that you address the key selection criteria specifically in your application. This will enable the selection committee to review your experience, skills, qualifications and knowledge in relation to the selection criteria.

Save the application documents separately as you will be prompted to attach them individually.

Once your documents are prepared, click on '**Apply**' at the bottom of the advertisement and complete the application form attaching your documents in the appropriate sections.

Do not submit more than one application for each position.

Important: You can save your application before all documents have been attached and you will receive an email reminding you to complete your application. However, the system will delete your incomplete application after 14 days.

Do not send your application directly to the person listed in the enquiries or applications section of the advertisement.

Multiple appointments

Monash University reserves the right to make multiple appointments in regard to each advertised position.