



Job Application Process – Explanatory Notes

Please populate the “Generic Job Application Form” (Word document) as a part of your job application.

It should then be attached as the front two pages of your resume.

The Job Application Form has been designed to capture the key information required by Ultracs Corp as it reviews your application and candidacy for a vacant position.

You should decide whether you need to amend the remainder of your CV to avoid duplication.

The Job Application Form ensures that recruiters can see the background of all candidates **in the same format**, reducing any bias that could be created by ‘creative’ resume formats.

Section 1 – Career History

The format for the ‘Career History’ section has been specifically designed to capture all the key information about your career history in a short and concise form.

It requires you to record the job title, the company or organisation, and the period of your employment in the role, in reverse chronological order.

Please list as much of your career history as possible so we can see how your career has evolved.

In the ‘organisation/ company’ section **please consider if the company or organisation is likely to be known to the recruiter.** To elaborate, the example below (IBM) is a large and well-known global organisation that probably requires no further explanation. However, if the brand is less well known, please ensure, **in the body of your resume** you provide appropriate information about the companies or organisations – including size, scale and the nature of the business.

Example

Role	Organisation/ Company	Date commenced to date concluded:
Head of Software Development	IBM	August 2022 to current
Senior Software Product Manager	IBM	May 2017 to July 2022
Lead Programmer	Infosys	April 2015 to April 2017
		Etc.
		Etc.

Section 2 - Your Value Proposition

Very often on LinkedIn you will see people use a format to describe themselves in the ‘profile’ section of their personal LinkedIn account. It often looks something like this:

Example:

Chef | Culinary Genius | Food Services | Hospitality | Catering | Cookbooks



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In the template attached, please craft your own profile so we can see how you describe yourself professionally.

Section 3 - Skills, Knowledge and Expertise

The purpose of this section is for you to reflect on, then record, the finer detail of your value proposition across the widest spectrum of skills, knowledge and expertise. Please list no more than 12 items in each category – in their order of applicability and relevance to you.

Examples

Technical Skills	Other
Frontend: React.js, Next.js, HTML5, CSS3, JavaScript, TypeScript.	Professional experience working across multiple geographies including Europe, India and Australia
Backend: Strapi, Python, Django REST Framework, Node.js, Express.js, .NET Core.	13 years in people leadership roles managing teams of 12 to 250 people
Database: MongoDB, PostgreSQL.	Marketing expertise gained across multiple industries including Financial Services,
Mobile: React Native.	Known by colleagues and managers as high energy and creative in approach
Other: OneSignal, Tailwind CSS, Bootstrap, Material UI, SaSS, GitLab, GitHub.	Deep knowledge of banking and related legislation.
Programming Languages: Visual Basic 6.0 & .NET, Classic ASP & .NET, Universe Basic	Experience across both commercial, non-profit and management consulting environments.
Scripting Languages: ASP (Classic), JavaScript, HTML & CSS	Accomplished project manager
Database: IBM UniData, Universe, MS SQL	Demonstrated ability to deal directly with clients.
Tool: Accuterm, Telnet (AIX Version 7.1 IBM), UniEditor, Visual Studio & Visual Basic, PuTTY (IBM i), PCS Plus, Alpha Anywhere, SSRS & SSIS	Widely respected for my ability to negotiate a way forward with clients or stakeholders with widely disparate views.
Web Technologies: ASP (Classic & .NET MVC), HTML, CSS, JavaScript, Alpha Anywhere	Ability to balance attention to detail with big picture thinking
Frontend: React.js, Next.js, HTML5, CSS3, JavaScript, TypeScript.	Keen athlete with a commitment to my own personal wellbeing and the wellbeing of teams I manage
Backend: Strapi, Python, Django REST Framework, Node.js, Express.js, .NET Core.	Deep interest in music.
Database: MongoDB, PostgreSQL.	Chair of School Council and member of the Audit Committee.



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Section 4 - Other Information

You are also asked to respond to one final question asking if there is anything else you may want the recruiter to be aware of in the early stages of your application

Other Hints and Tips for finalising your attached CV and application.

- Please review the ad thoroughly. Unless your background closely matches job requirements, we would encourage you to direct your energies to other opportunities
- Recruiters often wish to cut and paste excerpts of CVs/ resumes into other documents. A **Word** version (rather than PDF) is therefore the most practical format to provide in
- Please consider the '**readability**' of your resume. A recruiter is not going to read a ten-page CV. 'Best practice' would typically be considered 2-3 pages.
- Please provide **true and accurate information** in response to the screening questions.

Should I write a cover letter?

That's up to you.

But if you choose to add a cover letter, limit to one page. And specifically address how the combination of your skills, knowledge and experience makes you a genuine candidate for a role.

Remember it is likely to be your **unique combination** of skills, knowledge and experience that will position you as a front-runner candidate.

Beyond that, your ability to convey a unique combination of technical skills and people skills will become a major factor in your success as you work through the process.