# Candidate application form

Please complete this form and upload as part of your application to be considered for this position at Victoria Legal Aid (VLA). **Please keep your responses concise, and your completed form to no more than three (3) pages.** **Note:** you are only required to address the key selection criteria (KSC) listed on this form. Individual responses to the KSC listed on the position description are not required.

If you have any questions about the position, feel free to reach out to the hiring manager listed in the advertisement. If you have any questions about this application form or the recruitment process, or if you need any adjustments to help you fully participate in our recruitment process, don't hesitate to get in touch with our Talent Acquisition team at [recruitment@vla.vic.gov.au](mailto:recruitment@vla.vic.gov.au). We're here to help!

## Section 1 – Candidate and position details

**Candidate name:** Enter candidate name.

**Position applying for: Data and Reporting Coordinator**

**Employment preference:**  Full time  Part time

**If Part-time, please specify number of days per week:** [Insert response here]

## Section 2 – Candidate responses

**What has attracted you to apply for this position and what skills and experiences do you think you can bring to the role?**

[Insert response here]

**KSC 1: Demonstrated experience in analysis, reporting, monitoring and/or evaluation in the community and/or public sector.**

[Insert response here]

**KSC 2: Demonstrated experience coordinating reporting across large funding programs, including designing and implementing streamlined, useful reporting templates and processes for community organisations.**

[Insert response here]

**KSC 3 and 4: Highly developed data analysis skills, with ability to analyse quantitative and qualitative data from multiple organisations and funding streams and prepare concise, useful reports for different audiences.**

[Insert response here]

**KSC 6: Demonstrated experience in implementing sound data management, privacy and data governance practices.**

[Insert response here]

**Thank you for completing the candidate application form. Please ensure that you upload the completed form along with your application.**

**We look forward to reviewing your submission and hope to be in contact with you soon.**