



Thank you for your interest in the advertised position.

The following information is provided so that you, as an applicant, are aware of the expectations of the selection panel in terms of the format and content of your application.

Preparing your application.

The application should be typed and stapled in the top left-hand corner. Applications will not be returned, therefore you should provide photocopies of any original documents. Originals may be viewed at interview.

Covering Letter:

The covering letter gives you the opportunity to introduce yourself to the selection panel and must include the title of the position. You should explain why you are applying for the position and you may like to give a brief summary outlining your application.

Curriculum Vitae:

Your Curriculum Vitae should include your name, address and contact numbers, relevant work history, education, training courses, qualifications.

When listing your relevant work history you should commence with the most recent position you have held, as well as the dates or duration of employment. You should also include a list of duties and responsibilities.

Referees:

Applicants are required to nominate at least three work referees in support of their application.

These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.

Your referees should be contacted for approval before listing them in your application.

Provide names, relationship to you (ie Supervisor), work addresses and day-time telephone numbers.

We understand you may wish to be advised before we contact current work referees. If this is the case please let us know.

Qualifications

You will note in the position description that certain positions require a tertiary qualification or certificates. As part of your application you must demonstrate that you have this level of education or sufficient work experience to meet 'the criteria'.

Please attach photocopies of your qualification(s) or academic records to your application.

Addressing the Selection Criteria:

Your selection for interview will depend on you demonstrating that you meet the selection criteria specified in the Position Description

Treat each selection criteria separately. Use each criterion as a heading and provide your statement underneath the heading.

Provide a brief statement which relates your experience, skills and knowledge to the particular criterion. The length of your statement for each criterion is dependant on the position you are applying for and your discretion. As a guideline, a quarter to half a page is generally acceptable. You should provide specific examples in your statement.

Provide details of any activities you have undertaken outside of work which are relevant to the position.

Closing date for Applications:

Vacant positions with Southern Districts Support Association are advertised for a specific period and close at 5.00pm on the closing date in the advertisement.

Late Applications will not be accepted:

All applications will be acknowledged in writing within one week after the closing date.

All applications received are dated for reference.

After the Interview

Once the panel has conducted a debrief and have identified the preferred candidates, a panel member will contact the referees and conduct a reference check.

Should you be successful in obtaining the vacant position, a member of the Selection Panel will contact you by telephone to verbally offer you the position.

Southern Districts Support Association will then forward a written offer and contract.

Unsuccessful applicants will not be notified directly, if you have not been contacted within six weeks of the closing date you can assume that your application has not been successful.