

Information for applicants

Applications

We need specific information to help us consider your application with care and respect. Please send us:

1. a **covering letter** which explains your interest in the job and working with us
2. **key selection criteria** Key selection criteria are listed in the position description. Under each criteria please identify your relevant skills, knowledge and experience. *Use practical examples* of how you have used these and how they could be used in this job.
3. a **resume** which includes:
 - personal contact details including your daytime contact number
 - qualifications, other education and training
 - work history showing dates, employers, job titles, responsibilities
 - community involvements and interests, if any
 - contact details of three referees including at least one recent and direct supervisor and one other professional referee.

Send your application to recruitment@goodshepvic.org.au as specified on the position description by the closing date. Please include your name & the position in the footer of each document.

Interviews

If you are selected for interview, you will be notified by telephone. When you come for interview you must bring:

- proof of identity (three items which between them give your name, current address and photo identification)
- evidence of your qualifications
- a current working with children check and a national or international police check, or be prepared to obtain them
- proof of residency, if not an Australian citizen.

At the interview you will be asked to confirm your referees and give permission to contact them.

Appointments

Appointments are made after interview and after consideration of candidate's qualifications, experience and standard of work against the key selection criteria.

Successful candidates are notified in a phone call. This is later followed up with a letter of offer.

All appointments are subject to a satisfactory working with children check and police check.