



Guidelines for Applicants

Before Applying

Before applying for the advertised position you need to read the Job Ad carefully and assess whether you meet all of the stated selection criteria.

The Selection Criteria

The Selection Criteria are the basis of the job advertisement. It details the knowledge, skills, abilities and experience that are required for the position.

Addressing the Selection Criteria

You must provide a response to **ALL** the selection criteria as shown in the job ad, point by point. The Selection Criteria is the most important part of the job application and will determine whether or not you will get an interview. It is your claim for the position and allows you to demonstrate that you have the required skills and knowledge for the job. **Please note:** Failure to address each selection criterion individually, point by point on a separate document means your application cannot be considered.

What to include in your application

You should include the following three documents as part of your application:

1. A cover letter. Please be sure it has your full name, street address, email address, home and mobile phone number.
2. A current Resume' clearly detailing your qualifications, employment and voluntary experience as well as two current work related referees, one of which is a Manager or direct supervisor and their contact details.
3. A document outlining your response to the Selection Criteria

Where to send your application:

All applications should be marked CONFIDENTIAL and sent to:

The Executive Officer
PO Box 164
Greenacre NSW 2190

or emailed to: eo@gacc.org.au

Please direct any telephone enquiries to:

The person specified in the Job Ad on 9750 7982 during business hours.

Shortlisting

After the closing date, we will assess your skills and experience as supplied in your application against the requirements of the job as per the job ad. If your skills and experience match the requirements of the position, you will be called in for an interview. Greenacre Area Community Centre is an Equal Employment Opportunity employer.

The Interview

The Greenacre Area Community Centre appoints people based on merit. That is, the person deemed to be the most competent to undertake the duties of the position will be selected.

If you are invited to an interview, it is advisable to find out as much as you can about the organisation and the role you have applied for. You can visit our website at www.gacc.org.au or call the Centre to speak with the contact person.

Conditions of Employment

All appointments are subject to a three month probation period.

Conditions of employment are as defined in the Social and Community Services (State) Award and the SCHCADS Award 2010.

All new appointments must agree to a Working With Children's Check where relevant and agree to abide by the Centre's Staff Code of Conduct and WH&S policy.