



APPLICATION INFORMATION PACKAGE
COMMUNITY & CULTURAL DEVELOPMENT WORKER

Dear Applicant

Thank you for your interest in applying for the above position with Springwood Neighbourhood Centre Cooperative Ltd.

Please read the enclosed information carefully. It is designed to assist you in applying for a vacancy with the organisation.

Enclosed is the following information

- Application information package
- Position description
- Selection criteria
- Service information

Your suitability for the position will be initially assessed on the details provided in your application.

Your application **must** address the Selection Criteria enclosed. Please clearly demonstrate how you meet each criteria as this is how your application will be assessed. You must meet every point in the essential criteria and meeting the desirable will strengthen your application.

The Position Description should be read carefully as it describes the nature of the position, the major duties and responsibilities and the qualities required by the person to perform the job.

You should include the following information in your application.

Covering letter. This should include the following:

- Your own address and other contact details;
- The details of the position applied for;
- Where and when you saw the position advertised;
- Why you are interested in the position about what experience you have had in that field;
- How you meet the essential and desirable criteria (or refer to any attachments where this information is contained); and
- When you are available for an interview. It is anticipated that interviews will be held on the 1 June 2015.



Selection Criteria: It is essential that you clearly demonstrate in your application how you meet each criteria. Please do not apply unless you have completed this section as your application will not be considered. Below are some guidelines on clearly addressing the selection criteria

- Address each criterion separately.
- Use a **bold** heading to identify each criterion.
- Describe how you meet each criterion with a short paragraph.
- Give examples of work experience and how you were involved to support your description of how you meet the criteria.
- Remember to include transferable skills and knowledge.
- Try to be as clear as possible on how you meet the criteria
- If you do not feel that you meet the criteria respond as well as you can and indicate a willingness to pursue further professional development where needed.

Resume: should include the following basic information

- Full name;
- Date of birth (optional);
- Your address;
- Contact telephone numbers (work, after hours, mobile);
- Education/qualifications; (incl the course, year & institution)
- Short courses; (incl the course, year & institution)
- Work experience/employment history (incl employer, position held & duration)
- Personal interests /hobbies;
- 2 referees of a manager who has supervised you (names and phone numbers);
- Any other relevant supporting information.

Referees

- 2 Employment Referees are required who can comment on your employment
- Employment referees will only be contacted after the initial interview
- Please advise your referees that you have nominated them

Employment Referees:

Referee 1

Name:

Position:

Business / Agency:

Is / was this person your Supervisor Yes No

Contact Phone

Numbers: 1. 2.

Referee 2

Name:

Position:

Business / Agency:

Is / was this person your Supervisor Yes No



**Springwood Neighbourhood
Centre Co-operative Ltd**

Chairperson: Keith Dowling
Secretary: Cecily Michaels

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Fax: (02) 4751 6957
Email: manager@sccc.org.au
Website: www.sccc.org.au

ABN: 46 383 912 486

www.facebook.com/springwoodneighbourhoodcentre

Contact Phone

Numbers: 1. 2.

Applications close C.O.B Tuesday 19 May 2015

Each application must be marked Private and Confidential and email (preferred option) or forwarded to:
manager@sccc.org.au

OR

Toni Quigley
Manager
Springwood Neighbourhood Centre Cooperative Ltd
PO Box 220
Springwood NSW 2777

Please note that any papers included with your application will not be returned. It is recommended that applicants retain a complete copy of their originals of any documentation.