

Guide to applying for a position with Kurrajong.

We are really excited that you are interested in applying for a position with Kurrajong so we have prepared this guide to assist you with tips about preparing your application.

Preparing your application – TIPS!

- ✓ Do your research. Visit our website www.kurrajong.com.au to find out more about the services offered and some of the great things we are doing in our community!
- ✓ Read the Position Description to understand the expectations and requirements of the position
- ✓ Call the contact person listed for the position in the advert if you have any questions
- ✓ Research the Disability Services Sector and relevant legislation, i.e. NSW Disability Inclusion Act 2014, Commonwealth Disability Services Act 1986
- ✓ Consider our **Vision – ‘for people with disability to lead a life of their choice’**.

What to include in your application

Your application should include the following four (4) documents with attachments;

- Completed Application Form 101
- Cover letter with your responses to Selection Criteria
- Resume
- A copy of your Birth Certificate and relevant qualifications

Kurrajong **PREFERS** to accept Applications for Employment online through www.kurrajong.com.au/careers and requests that **ALL** documents listed above are attached as part of the application. If you have any challenges in submitting the documents please email these to recruitment@kurrajong.com.au.

Responding to the Selection Criteria

It is important to provide details about how you meet the requirements set out in the selection criteria. To demonstrate your skills and experience in the areas listed please provide examples to support your competence in these areas.

Equal Employment Opportunity

Kurrajong is committed to Equal Employment Opportunity (EEO) so this means that if you apply for a position with us, and you show by your written application and interview that you are the best person capable of performing the duties of the position, you will be selected for the position.

What to do if you are invited for interview

If you are invited for interview you will need to complete **Form 101b DECLARATION** and you will require specific details to complete this form including your Driver’s Licence and Working with Children Check.

Submit Completed Applications (to arrive at Kurrajong by the closing date).

- Online:** www.kurrajong.com.au/careers (preferred method)
Email: recruitment@kurrajong.com.au
Post to: Human Resource Manager, Kurrajong, PO Box 8576, Wagga Wagga, NSW 2650
Deliver to: Human Resource Manager, Kurrajong Administration Office, 131 Lord Baden Powell Drive, Wagga Wagga

Good luck and thank you for your interest in working with us!