

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 Duty Statement 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’**.
- ✓ Carefully read the declarations contained in the Application for Employment form and make sure you fully understand the questions. If you are unsure seek independent advice.

What to include in your application

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

- Completed Application Form 101 – ensure **ALL** sections have been completed and signed
- Cover letter
- Resume
- Response to Selection Criteria

The Application Form 101 asks for specific documents that you need to provide copies of to enable Kurrajong to conduct the National Criminal History Check along with copies of your qualifications to support your suitability for the position. Therefore it is important to ensure that your application is complete and you have filled out **ALL** sections of the Application Form to be considered for a position with Kurrajong.

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.

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

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!