

## INFORMATION FOR APPLICANTS

Dear Applicant,

This information has been prepared to provide assistance in preparing applications for vacant positions within NovaCare Incorporated. Prior to completing your application, you should read this information to understand the selection process for the interviewing of successful applicants.

Please refer to our Checklist before submitting your application

## APPLICANT CHECKLIST

**Applications with sections not fully completed and/or received after the closing date may be rejected.**

### ESSENTIAL ITEMS TO INCLUDE:

- A completed NovaCare employment application form.
- A covering letter addressing in brief bulleted points the essential and desirable selection criteria in the position description.
- Your resume.
- The name and contact numbers of two work related referees.
- A completed NovaCare – Staff Availability Form

## HOW DO I APPLY

As your application determines whether or not you will be interviewed, you need to show the Selection Committee that you have the knowledge, skills, experience and ability to do the job. You should take the following steps when preparing your application:

### 1. Read the Job Description

Carefully read the advertisement and other relevant material as it includes a description of the position and the requirements.

### 2. Complete the NovaCare Application Form

Ensure that all your details are clearly and correctly recorded on your Employment Application form and attach this form to the front of your application.

### 3. Complete the NovaCare Staff Availability Form

### 4. Write a covering letter:

- State the **position title you are applying for**
- Make clear, concise statements addressing how you satisfy each of the selection criteria. Describe how your skills, qualifications, abilities and training are relevant, whether essential or desirable. Consideration for interview is based on you demonstrating that you meet all of the essential criteria for the position;
- Sign and date your application.

### 5. Keep a copy of your application

### 6. Attach your resume

## YOUR RESUME

Your resume should provide details of:

- Your employment history. You should provide a brief description of your duties and responsibilities for each position;
- Your skills i.e. Customer relations, Administrative, Financial etc.
- Your education. You should state the name of courses, training providers and completion dates (be sure to include any current studies);
- Your referees. Include the name and current phone numbers of at least two referees who can comment on your work performance, preferably someone who has supervised you in the last 12 months. Your referees should be pre-alerted to your application for the position prior to interview;
- Your contact details. Include your full name, address and current contact number during working hours;
- Copies of any other relevant documentation.

## SEND YOUR APPLICATION

Ensure that your application reaches the address specified in the advertisement by the specified date. Late applications may not be accepted.

### **When posting**

Your application should be marked '**Private and Confidential**' and addressed as follows:

*Recruitment*

*NovaCare Community Services Limited*

*PO Box 650*

*The Junction NSW 2291*

### **When hand delivering**

Your application should be marked '**Private and Confidential**' and addressed as follows:

*The Manager,*

*NovaCare Community Services Limited*

*Unit 1 – 33 Newton Street, Broadmeadow NSW 2291*

### **When emailing**

Your application should be emailed to [support@novacare.org.au](mailto:support@novacare.org.au)

## THANK YOU FOR APPLYING TO WORK WITH NOVACARE.

Your notes: