



# Playgroup Tasmania

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## Employment Application Guidelines

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Dec 2018



## Employment Application Guidelines

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Your application is the first step towards securing an interview and as such it is important to fully detail your suitability for the role you are applying for

- As applications cannot be returned to unsuccessful applicants, please do not forward any original documentation by mail.
- Providing false or deliberately misleading information may result in the application being rejected or dismissal if you are successful in gaining the position

### PREPARING YOUR APPLICATION

Playgroup Tasmania offers jobs on the basis of merit. This means that the applicant considered to be most capable of doing the job is selected. To decide this, we look at your qualifications, experience, skills and standard of work relevant to the advertised position.

The following instructions detail Playgroup Tasmania's requirements with regard to applications for employment and are aimed at assisting applicants in various aspects of submitting their application.

#### Cover Letter

A covering letter is an opportunity to introduce yourself and to state why you are applying for the position, as well as giving details of how you may be contacted during normal business hours.

#### Resume

An up to date resume (or curriculum vitae) details:

- ❖ **Relevant personal details** – including telephone number, full name and email address
- ❖ **Work History** – Commencing at the most recent position held and include period and dates of employment and a brief summary of the duties and responsibilities of each position held.



- ❖ **Qualifications and Training** - list the qualifications obtained or the relevant training undertaken, starting with the most recent. Include the qualification or training course title, the date the qualification or training was received and the name of the institution or training provider.
- ❖ **Referrees** - Include the contact names and numbers of at least two professional referees, preferably people who have supervised you in a professional capacity within the last five years. It is advisable to liaise with your referees and inform them that they may be contacted in relation to your application for employment with Playgroup Tasmania.

## Statement addressing the selection criteria

You are strongly encouraged to address the selection criteria provided in the Position Description. This information will be used by the selection panel in determining your suitability for the position based on your ability to meet the criteria and your competitiveness in relation to other applications received for this position.

**If you do not address the essential criteria, your application is unlikely to be considered.**

## Applications

Applications along with your resume should be marked “Confidential” and emailed to [admin@playgrouptas.org.au](mailto:admin@playgrouptas.org.au) . Applications for each position must be received by the nominated closing date as advised.

## Questions

Any question relating to the position and the application process can be directed to:

Jacinda Armstrong - CEO

[jacinda.armstrong@playgrouptas.org.au](mailto:jacinda.armstrong@playgrouptas.org.au)

03 6331 6599





