

Getting your application in on time...

It is your responsibility to make sure your application is received by the closing date and time stated in the advertisement or enclosed information (if applicable). Late applications cannot be considered, and allowances cannot be made for delays with post, incorrectly addressed mail, or fax transmissions which are delayed or not received. If you are in any doubt about your application being received on time, please call the Human Resource Department on 9250 5300 to confirm its receipt.

Progress of your application...

Once applications have closed, all applications are sent to the relevant Manager and selection panel. Applicants are then selected for interview, and contacted by the Human Resource Department. This process can take some time. If you want to check the progress of your application, please phone the Human Resource Department on 9250 5300.

HCSG is an Equal Opportunity Employer.

HCSG complies with Privacy Legislation.

Website: www.hcsg.com.au

HCSG



MISSION STATEMENT

"A Conscious Involvement with and on behalf of the community to identify opportunities, and to develop and implement initiatives, and provide quality services which enhance community well being."

Services provided by HCSG are provided by trained staff and supported by Volunteers.

HCSG provides services without discrimination.

Please contact HCSG on 9295 6155 if you require further information on any of the HCSG services.

HCSG

PO Box 123
2 Craig Street
MUNDARING WA 6073

Phone: 9295 6155
Fax: 9295 1062
Email: hcsg@hcsg.com.au
Website: www.hcsg.com.au

INFORMATION FOR JOB APPLICANTS



HCSG



MAIN OFFICES:

Wahroonga
2 Craig Street
MUNDARING

Hamilton House
14 Stafford Street
MIDLAND

HCSG

's purpose is to provide frail older people, people with disabilities and young people at risk as well as their carers, families and communities in the Eastern Metropolitan Region, with the highest quality services and support at the lowest sustainable cost.



Thank you for your interest in working for HCSG. The following information will assist you in preparing your application.

Why is your application important?

The information you send in your application will be used by the selection panel to determine whether you will be selected for an interview.

You need to include information about your previous experience, skills, knowledge and qualifications.

We ask you to fill out the "Application For Employment" form we have provided so the relevant information is easily found. You need to attach a Letter of Application, Resume and other information to this form.

To apply for this Position...

Please complete and supply the following documents:

1. APPLICATION FOR EMPLOYMENT FORM

If you are applying for an advertised position please note this in the "Position applied for" box, otherwise mark it 'Support Worker'.

Please complete all parts of the form, giving as much detail as possible.

Please provide day-time telephone numbers of at least two work related referees, so we can speak to them about your skills and abilities relevant to the position.

2. LETTER OF APPLICATION

Please indicate the position you are interested in and where you heard about it. If you are making a general request for employment please explain your interests and why you are applying to HCSG for work.

REFEREES

Make sure you contact the people you have nominated, and that they will be available to be contacted over the next few weeks if required.

3. STATEMENTS ADDRESSING THE SELECTION CRITERIA (for advertised positions).

You must meet each of the criteria to be considered for the position. You can do this by providing a statement that explains how you meet each of the criteria.

Give examples of your previous experience, events or projects where you have used the required skills.

4. RESUME

This should include:

- Your personal details;
- Summary of your work history, starting with your most recent position. Include dates, tasks and responsibilities of each position;
- Your education and training details;
- Any activities outside work which may be relevant to the job; and
- Photocopies of any qualification or training certificates.

5. LODGING APPLICATION

Type your application, or make sure your handwriting is easy to read.

Your application should be marked with the Position Title (if applicable) and sent to:

Human Resources Manager
HCSG
PO Box 123
MUNDARING WA 6073

Alternatively, you can email the application to:
brendanm@hcsug.com.au