



Application Guidelines

**The Neighbourhood Centre**

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## **The Neighbourhood Centre**

The Neighbourhood Centre is a not-for-profit, incorporated community organisation formed in 1976 to provide a variety of community welfare services to community members.

The Neighbourhood Centre is an organisation governed by a volunteer Board voted in at the Annual General Meeting (AGM) by the members of the organisation. It receives funding for its projects from a number of different funding bodies.

### **Work Health and Safety:**

The Neighbourhood Centre (TNC) is committed to maintaining the highest standard of health and safety for all its employees.

*Every employee has a legal obligation* under the Work Health and Safety Act 2011 to co-operate, with TNC with whatever procedures are in place to ensure your health and safety.

### **Equal Employment Opportunity:**

TNC is committed to ensuring that our workplace rules, policies, practices and behaviours are fair and free from discrimination and harassment, where all workers are valued and respected and have equal access to work and training opportunities based on merit.

### **Criminal Records Check:**

The Neighbourhood Centre requires that a criminal record check be carried out on applicants recommended for the position, you will be asked to complete a Pre-employment and Other Screening Consent/Request Form.

### **Working with Children Check:**

When applying for a position in child related employment a "Working with Children Check" will also be undertaken. This is a formal process of checks to help determine your suitability to work with children or have unsupervised access to children in your work.

## **INTRODUCTION**

Thank you for your interest in applying for a position with The Neighbourhood Centre.

This Information Package includes an application for employment form, a position description and appropriate forms. We have also included helpful hints for applying for a position within TNC. To ensure you have the best possible chance of being selected for an interview, please read these helpful hints carefully. In particular, it is vital that you identify all of the selection criteria as stated in the position description and demonstrate how your skills, knowledge, experience and qualifications relate to the position.

If you require any further details of the position please telephone the contact person specified in the advertisement.

We look forward to receiving your application.

### **Helpful hints when applying for a position with The Neighbourhood Centre:**

If you are interested in applying for a position with TNC, this fact sheet will help you write your application.

### **What happens after I read the advertisement?**

The advertisement will tell you:

- What the position involves.
- What skills and experience the person requires to fill the position.
- When the position application closes.

### **Information Package**

This package will contain all the information about the position to help you decide if you want to apply.

This package should have the following papers:

- Application for Employment Form
- Position Description
- Selection Criteria
- Brochure
- Advertisement.

### **What is the Position Description?**

A document that describes in detail what the position is about. Read the Position Description carefully to see if your skills are suitable for the position. If you are unsure about anything always talk to the person named in the advertisement. This person knows what is expected of the position and can answer your questions about the position.

### **Writing your Application**

When applying for a position an application form must be submitted.

You must also provide a detailed response that demonstrates how you meet the selection criteria by providing specific examples from your previous experience.

Also provide a cover letter and resume, which outlines your skills and experience, which qualify you for the position.

### **Addressing the Criteria**

This will be your first step to show your suitability for the position. It is very important that you address all of the essential and desirable selection criteria.

### **Attachments**

Attach your resume to your application. Your resume should include:

- Background on employment
- Education details, ie. schools, university, TAFE courses that you have completed or are doing
- Details of voluntary work or community activities
- Computer and technical skills
- Driver's licence

### **Referees**

Provide the names and telephone numbers of two (2) people who are able to discuss your ability in previous employment.

Make sure that you let them know about the position you are applying for and they agree to be a referee for you.

### **Submitting your Application**

Your application should be received before the closing date.

You will ***not*** automatically be given an interview. The quality of your application and supporting information will determine whether you gain an interview.

### **What happens next?**

After the closing date, the selection committee will read all the applications that were received for the position. The committee will assess the applications against the essential criteria for the position. The selection committee will interview those applicants which meet the criteria based on merit.

### **At the Interview**

Remember the selection committee members understand how stressful an interview can be. At the end of the interview you will have a chance to ask questions about the position and give extra information that you think may help your application.

### **After the Interview**

If you are unsuccessful will you be notified.

If you are successful you will initially be contacted by telephone and offered the position. You will also receive a letter offering you the position. You will be required to complete further paperwork.

**We hope that this package has assisted you.**



**Good luck with your application.**