

## Applying for a job at Marymead

Applications must be made in writing and provide the following information:

With your application please include:

- Complete Application for Employment form;
- *Succinct* claims against the selection criteria (*which can be found in the body of the Position Description*) Maximum one page per criteria.
- A CV including educational qualifications and your recent employment history;
- PLEASE do not include copies of qualifications and awards at this stage. These will be required if an offer of employment is made;
- A detailed covering letter;
- All employees of Marymead are required to have a satisfactory Police Check, and Data base clearance along with a Transport and Supervision Provider application please complete the attached. The forms are strictly confidential and will only be used for the purpose of employment with Marymead. All completed forms will be destroyed if your application for employment is unsuccessful. The forms will only be processed after employment has been offered while this is not compulsory, completing the form in advance saves time as no-one is permitted to work until they have the appropriate clearance.
- Forward all documentation to [recruitment@marymead.org.au](mailto:recruitment@marymead.org.au)

Where to from here:

- Your application will be acknowledged;
- A member from our team will be in contact with you after the close date.