



Guidelines for applying for the position of sessional trainer

Thank you for your interest in applying for the above position. The following points provide guidelines for preparing your application .

- For more information, and in the first instance, contact should be made with the person nominated as the contact in the advertisement;
- All selection criteria as outlined on the “Further information for applicants” document should be addressed in writing .
Download the document from our website
http://www.communityhousing.org.au/S6_jobs.html
- Reference to other relevant experience or skills should be included (these criteria will only be utilised where two or more applicants rank equally in addressing selection criteria);
- Supporting documents may be included in the initial application (copies only);
- Originals of supporting documents may be tabled at the interview or alternatively left with the interview panel for perusal (these documents will be returned to the applicant);
- Please provide two referees. At least one referee should be contactable by the agency during the assessment of your application if you are accepted for interview;
- The application should be received no later than close of business 5.00pm of the date nominated in the advertisement;
- Email applications are encouraged, however hard copy applications by post are also acceptable. Fax applications are acceptable, however we also require an original copy by post;
- Your contact details should include your full name and a phone contact, email address and postal address. Please make sure your contact details are accurate and legible.

Applications should be addressed to
Executive Director
NSWFHA
Suite 301
64-76 Kippax Street
Surry Hills 2010

Email applications should be sent to
kirilee@communityhousing.org.au