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**APPLICATION INFORMATION PACKAGE**  
**TANDERRA OUT OF SCHOOL HOURS CARE**  
**EDUCATOR – CHILD CARE ASSISTANT**

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Dear Applicant,

Thank you for your interest in the above position with Springwood Neighbourhood Centre Cooperative Ltd.

Please read the enclosed information carefully which is designed to assist you in applying for this position.

Enclosed is the following information-

- Position description
- Selection criteria
- Service information.

Your suitability for the position will be initially assessed on the details provided in your application.

Your application **must** address the Selection Criteria enclosed. Please clearly demonstrate how you meet each criterion as this is how your application will be assessed. Please address every point in the essential criteria and also meeting the desirable will strengthen your application.

The Position Description should be read carefully as it describes the nature of the position, the major duties and responsibilities required.

You should include the following information in your application.

**Covering letter** – You should include the following:

- Your own address and contact details;
- The details of the position applied for;
- Where and when you saw the position advertised;
- Why you are interested in the position and what experience you have had in the field.



**Selection criteria** – It is **essential** that you address each criterion and demonstrate how you meet each one. Below are some guidelines to assist you in this process:

- Address each criterion separately;
- Describe how you meet each criterion;
- Give recent examples of your experience and how you were involved ;
- Try to be as clear as possible on how you meet the criterion;
- If you do not meet the criterion respond as well as you can and indicate a willingness to pursue further professional development where needed.

**Resume** – Should include the following basic information:

- Full name;
- Education / qualifications; (in chronological order starting with the most recent)
- Employment history / work experience;
- Personal interests / hobbies (if relevant to the selection criteria);
- Two referees of people who have supervised you (names and contact details).

**Applications close C.O.B Monday 6 May 2019. It is anticipated that the interviews will be held week commencing 13 May 2019.**

**If you have any queries about the position please call Coordinator, Tanderra OOSH on 4751 5215.**

Each application must be marked Private and Confidential and email (preferred option) or forwarded to:

**[eo@sccc.org.au](mailto:eo@sccc.org.au)**

Toni Quigley  
Chief Executive Officer  
Springwood Neighbourhood centre Cooperative Ltd  
PO Box 220  
Springwood NSW 2777

Please note that any documentation included in your application will not be returned.