



**Aboriginal Health Council of SA Inc.**  
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ABN 89 287 854 542

## **INFORMATION FOR APPLICANTS**

### **CLOSING DATE:**

Applications are to be received by close of business on the due date. Late applications will only be accepted if you have made prior arrangements.

### **SUBMITTING YOUR APPLICATION:**

Applications may be forwarded by mail or submitted electronically via e-mail.

#### **Mail:**

Angela Francisco  
Manager, Administration and Facilities  
PO Box 981, Unley, SA, 5061

#### **Email:**

[angela.francisco@ahcsa.org.au](mailto:angela.francisco@ahcsa.org.au)

### **PLEASE INCLUDE:**

- Responses to Selection Criteria as listed in the Job & Person Specification
- Copy of your Resume or Curriculum Vitae
- Your daytime telephone or email contact details
- A minimum of three current professional referees including name and contact information

### **FURTHER INFORMATION:**

If you would like further information about this position please contact the nominated person in the advertisement.



## **ABOUT YOUR APPLICATION:**

- Read the Job and Person Specification carefully. This will help you understand the sort of work involved, the duties of the position and the skills/experience required.
- If you wish to know more about the position or have any questions about the position, you are encouraged to ring the contact person listed in the advertisement and have a chat about any aspect of the job.
- You must provide responses to the Selection Criteria. Your responses should be concise and should provide examples that demonstrate your experience and/or skills.
- Always ensure that you don't just make statements. For example, it is not sufficient to state that you 'have sound written communication skills and experience in this area'.
- Demonstration comes from backing up your statement with an example. This means briefly include an example of an experience, project, job or task you have done.
- Applications are assessed on your response to the Selection Criteria. If you don't address them in your application you may jeopardise your chances of being short listed for an interview.
- If you are an internal applicant, you should not assume that panel members would acknowledge the extent of your merit even though they may know you in some capacity.
- You may wish to include a covering letter with your application. The covering letter is an opportunity for you to provide the interview panel with your motivation for applying for the job, any particular attributes you consider make you a suitable candidate for the position and may give the panel a bit more of a picture about you as an applicant and your job and/or career aspirations.

