

CENTRAL COAST



## FAMILY SUPPORT SERVICES

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21 Old Mt Penang Rd, Kariong NSW 2250 PO Box 7125,  
Kariong NSW 2250



Dear Applicant

### RE: Employment at Central Coast Family Support Services

Thank you for your interest in becoming a part of the Central Coast Family Support Services team. Our programs work with families to provide practical support and skill development in both the home environment and community facilities to enhance family functioning and build skills and knowledge. This service type targets families with children where presenting problems, if left unattended, would likely escalate to the point where they may enter the child protection system.

We encourage you to read through the position description, selection criteria and information below which outlines the application process and skills and experience we are seeking in this position.

Please note that all applications should be emailed directly to [ccfss@ccfss.com.au](mailto:ccfss@ccfss.com.au) by the advertised closing date. Applications will not be considered after this date. If you have any enquiries please do not hesitate to contact the Service Manager on 43401585.

Your application must address how you meet the specific criteria of the position listed in this application package. Your responses to these criteria will be used to assess your suitability of interview. We may select applicants suitable for appointment to future positions within the organisation.

We appreciate your time and effort in applying for this position and your interest in Central Coast Family Support Services. In this instance only short listed applicants will be notified.

Regards,

Amber Gunn

Service Manager

## Guide for Job Applicants

We offer positions to people on the basis of merit. The applicant considered to be the most capable of the position is selected. To decide this we look at your qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised. Choosing the best person for the position is part of our policy of equal employment opportunity.

## Writing your application

1. Write a statement about how you meet the Selection Criteria for the position.
2. Include an up to date resume. You should also tell us what type of work, including voluntary or unpaid work you have done in the past, what organisations you have worked for, the period you were employed, the kind of work you did, your skills and what your responsibilities were.
3. Provide the names and phone numbers of two Referees (at least one referee should be a recent supervisor, if possible). Also tell us how you know each referee, for example, is the referee your supervisor or co-worker etc. Your referees should know about the type of position you are applying for as they may be contacted by our selection panel.

## How to address selection criteria

- **Understand the process.** Selection criteria is used to compare applicants on the same measures.
- **Study the selection criteria.** Take your time and think about what we are really looking for.
- **Do your preparation.** The more preparation you do, the better your answers will be.
- **Match criteria.** Print out your CV and compare it with the selection criteria. Can you see matches? It's perfectly acceptable to give examples from extracurricular activities such as sports or charity work. Provide a separate claim for each point.
- **Keep the layout simple.** Bullet points and short sentences are best. Less is more when it comes to applications.
- **Choose your words carefully.** If the right words jump out, your application will be worthy of further attention. Where possible use the same words and the language that is used in the criteria.
- **Give STAR responses.** Applicants with relevant and credible examples of the key criteria are more likely to make it to the top of the pile. Explain the "Situation" where the relevant example came from, such as customer service, follow that with the "Task", which is your role in the example, outline what "Action" you took, and spell out the "Result".
- **Substantiate your claims.** Rather than say: "I worked in a team", be specific about what your role was in the team.
- **Get someone to proofread your responses.** A fresh set of eyes is best to ensure that you have answered the questions and used correct spelling and grammar.

## **Sending your application**

You should email or post your completed application by the due date.

Email – [ccfss@ccfss.com.au](mailto:ccfss@ccfss.com.au)

Central Coast Family Support Services, P.O. Box 7125, Kariong 2250

## **Attending an Interview**

If you are selected for an interview, you will be contacted by telephone and advised of when and where the interview will be. You may be asked to bring a portfolio or samples of your previous work to the interview. If you need wheelchair access to the interview building, or have any other requirements, please advise the person who contacts you so that we can make appropriate arrangements.

You may be required to undertake a written assessment as part of the interview process. You will be advised of this if you successfully obtain an interview for the advertised position.

We will advise time, date and length of interview if your written application is successful.

## **CENTRAL COAST FAMILY SUPPORT SERVICES INC.**

### **Position Application**

Please use this checklist to ensure that you have completed all sections of your job application and have attached all the required documents. Please include this checklist with your application.

#### **Position application checklist (tick the boxes)**

- |                   |                          |   |
|-------------------|--------------------------|---|
| Have you shown    | <input type="checkbox"/> | the position you are applying for?                                    |
|                   | <input type="checkbox"/> | your name and address?  |
|                   | <input type="checkbox"/> | a daytime contact number and contact address?                         |
| Have you attached | <input type="checkbox"/> | an up to date resume?   |
|                   | <input type="checkbox"/> | selection criteria  |
|                   | <input type="checkbox"/> | the name and phone numbers of two appropriate referees?               |
| Have you kept     | <input type="checkbox"/> | a copy of your application?   |
| Have you checked  | <input type="checkbox"/> | the closing date for this position and where to send the application? |