

INFORMATION FOR APPLICANTS

Applicants should:

- obtain a copy of the Job and Person Description, which includes selection criteria, prior to preparing and submitting an application. The Job and Person Description can be obtained from the MIFSA website at <http://www.mifsa.org> (Employment Opportunities), or by phoning the Recruitment Office on 8378 4100.

Applicants are requested to submit a written application which:

- clearly states the job title being applied for in your application cover letter
- clearly states in your cover letter the location of the position if it is site specific
- comprehensively addresses the selection criteria listed under “SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED”
- includes a resume providing full contact details (phone number, postal and / or email addresses), education, academic qualifications, previous employment history and relevant experience.
- includes the names and contact details of three (3) recent referees

Originals of any supporting documentation should **not** be included with the application as they will be unable to be returned. The successful applicant will be required to produce evidence of any academic qualifications on taking up the appointment.

It is the applicant’s responsibility to ensure that the full application is received by the closing date and time specified in the job advertisement.

Late or incomplete applications will not be considered.

Applications can be submitted by:

- **Post** marked to:

Recruitment Office
Mental Illness Fellowship of SA
PO Box 310
MARLESTON SA 5033

- **In person** to the reception desk at:

Mental Illness Fellowship of South Australia
5 Cooke Terrace
WAYVILLE SA

- **By fax** to: (08) 8378 4199

- By email to: recruitment@mifsa.org

You will receive a written acknowledgement of receipt of your application, either by post or by email.

The MIFSA Recruitment Office will contact short-listed applicants as soon as possible after the closing date for applications. All applicants will be notified in writing regarding the outcome of their application at the conclusion of the recruitment process.

What does a completed application look like?

Please feel free to use the checklist provided below:

A cover letter
Your resume including 3 current referees
Document addressing selection criteria (SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED section of the Job and Person Description)

Please do not include any copies of qualifications as these will be requested should you be the successful applicant.

Please do not bind your application or insert it in a plastic folder or sleeve.

How to address selection criteria

FORMAT

To enable MIFSA to process your application effectively, we ask, that you adhere to the following process:

- List and comprehensively address, in writing all of the criteria in the Job and Person Description under SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED section.
- This section of your application should be at least 2 A4 pages long in total but not more than 8 A4 pages long (e.g. in font 12 Times Roman – as a guide)
- We will look for a separate document or section of your application that specifically **addresses each criterion**. We require this format to be used to enable us to maintain an equitable recruitment process.

Example:

SKILLS, KNOWLEDGE AND EXPERIENCE CRITERION SECTION

Criterion 1: (type the criterion from the Job and Person Description). Make this **bold** so it stands out from the rest of the text.

Add your comments in relation to this criterion giving one or two examples that indicate you are capable of carrying out the duties of the position.

Criterion 2: (type the next criterion from the Job and Person Description) Make this **bold** so it stands out from the rest of the text.

Add your comments in relation to this criterion giving one or two examples that indicate you are capable of carrying out the duties of the position.

Etc.

CONTENT

Under each criterion, tell us about what skills, knowledge and experience you would bring to the position. Remember where possible give us one or two examples of how you have applied your skills, knowledge or experience to demonstrate your suitability for the position.

Adherence to this process will maximize your chances of being considered for the position.

Should you require further assistance with the process please do not hesitate to contact the MIFSA Recruitment Office on 8378 4100