Dear applicant,

Thank you for your interest in our current employment opportunity. Please visit <http://everyman.org.au/careers/> to find links to the application form - webform version to apply on line or download a hard copy, which you can mail to GPO Box 1753 Canberra ACT 2601, or email to admin@everyman.org.au

Please make sure you download the following documents:

* Code of Conduct
* Position Information Booklet
* Services Overview
* What applicants need to know about EveryMan’s work

**ON LINE web form**

When using our application web form, please make sure you have electronic copies of supporting documents (i.e. qualifications and course completion certificates, CV or resume) ready to upload. You might want to open the web form first to check the information you’ll need to provide, and come back to the link later, when you’re ready to complete the form. NOTE: our web form doesn’t allow users to save work and return to complete later. You’ll need to complete it in one sitting.

**Application web form -**[***click here***](https://app.smartsheet.com/b/form/b7e2d6da9be1480cb873e849ab7e61ff)**Selection Criteria web-form –** [***click here***](https://app.smartsheet.com/b/form/4ce0356f46bd4fc29807db25f797d3b9)

**REFEREE DETAILS web form**

We request that you provide us with the names of at least three referees.  The Referee web form on the Positions Available web page is designed for you to give details about ONE of your referees. When you complete one form, a new one will appear. **Referee details web form -**[***click here***](https://app.smartsheet.com/b/form/09a2b97a3ae94b1199f7fc8b6650a1d6)

If you are offered an interview for this position, please bring the following items with you to the interview:

* Current Working With Vulnerable People card (if you have one)
* Proof of qualifications (certificate, academic record etc)
* Current driver’s licence
* Birth certificate or passport
* Proof of working visa if not an Australian resident
* Code of Conduct (*UNSIGNED*)

Yours sincerely,



Greg Aldridge

Chief Executive Officer