



Guidelines for Job Applicants

Equal Opportunities Statement

The Hepatitis C Council of SA Inc is committed to the ideal of equal opportunity in employment and will not discriminate against applicants or employees on the grounds of race, sex, physical or intellectual impairment, sexuality, marital status, religious belief, political conviction, hepatitis C status or other health issue, or any other grounds that are not relevant in determining the best applicant for any position.

People with hepatitis C are encouraged to apply for positions at the Council

Please read this information about the application carefully

All enquiries regarding the application or position are welcome.

A job description is provided for the position advertised, containing the **Selection Criteria** both **essential** and **desirable**. Please address the essential and desirable selection criteria's by giving an example (a short paragraph) about how your skills, knowledge and/or experience meet each essential and desirable criterion. This information is essential to your application. Please contact us if you need to clarify anything about the information required.

Applications must also include a CV or Resume

Applications must reach the Hepatitis C Council of SA Inc by 5pm Friday 20 August 2010

Applications to be sent by mail to:

John McKiernan
Hepatitis C Council of SA
PO Box 782
Kent Town SA 5071

Or emailed to john@hepcouncilsa.asn.au

The Selection Process

The Selection Committee, usually 3 people representing Hepatitis C Council of SA and partner organisations, will meet to shortlist suitable candidates for interview based on the essential and desirable selection criteria you have addressed in your application.

Those applicants who do not demonstrate they meet all the essential criteria will not be considered for interview.

The essential and desirable selection criteria contained in the job description form the basis of the interview questions.

The Selection Committee is responsible for choosing the applicant who best satisfies the specifications outlined for the position.

If no applicant meets the minimum criteria specified, the position will be re-advertised.

Referees

Referees will usually only be contacted after a successful applicant has been decided by the Selection Committee.
