

## INFORMATION FOR APPLICANTS

We hope this information sheet will give you a better understanding of the Illawarra Legal Centre's recruitment and selection procedures and assist you in submitting your application.

**Applications:** Illawarra Legal Centre does not use application forms. You should apply in writing for the position, **addressing the Selection Criteria**. A copy of the Selection Criteria is included as part of this information package. If you do not address the selection criteria, you may not be considered for the position. *You must include a resume which sets out your personal details (name, address and contact details) and the name and contact details of two referees.* Please mark your application "Confidential".

**Acknowledgement of Applications:** Illawarra Legal Centre does not acknowledge receipt of applications unless requested to do so. If you would like an acknowledgement please make your request clearly visible (a note attached to the front page is helpful). There is no advantage in placing applications in folders or plastic sleeves and we ask you not to do this.

**Further Enquiries:** If you have further enquiries about the position please contact Phillip Dicalfas (Principal Solicitor) on (02) 4276 1939.

**Copies of degrees, diplomas etc:** It is not necessary to include these with your application. Successful applicants may be required to provide copies of academic qualifications when taking up an appointment.

**Short Listing:** The Employment Sub-Committee will make arrangements to interview short listed applicants. Letters will be sent to other applicants advising them their applications were not successful.

**Interview:** Local applicants will be interviewed in person. Interstate applicants will generally be interviewed by telephone. For telephone interviews a conference telephone is used so all members of the Employment Sub-Committee are able to converse with the applicant. Interview panels normally comprise three or four people. A list of the interview questions may be provided to interviewees 15-30 minutes before the interview. Where this is to occur you will be notified when arranging the interview time.

**Final Selection:** Successful applicants will be contacted by telephone and sent a written offer of appointment. Unsuccessful applicants will be notified.

**Employment Contract:** A package will be sent to the successful applicant. This will include a letter of appointment, two copies of their contract (one of which

must be signed and returned to the Principal Solicitor on or before the first working day) and a copy of our Enterprise Agreement.

**EEO:** Illawarra Legal Centre is an equal opportunity employer and staff are expected to initiate and/or comply with current equal opportunity principles.

**Smoke Free Environment:** Illawarra Legal Centre maintains a smoke free working environment.

**General Information:** General information regarding the Illawarra Legal Centre may be found at the Centre's website on **[www.illawarralegalcentre.org.au](http://www.illawarralegalcentre.org.au)**