



Dear Applicant,

Thank you for your interest in working for the Association for the Blind of WA – Guide Dogs WA.

Enclosed is the following information for your perusal:

- Information about the Association
- Application for Vacancy
- Copy of the Position Description

If you would like to apply please submit your application marked “Private and Confidential” in the way most convenient to you.

- **Email**
HR@guidedogswa.com.au
- **In person to Main Reception**
Human Resources
Association for the Blind of WA
61 Kitchener Ave
Victoria Park WA 6100
- **Mail**
Human Resources
PO Box 101
Victoria Park WA 6979
- **Fax**
08 9361 8696

If you are submitting your application via email, you will be unable to sign the form electronically. Please retain the application form and should you be invited to an interview, bring the signed original with you on that occasion.

Please refer to the advertisement for the closing date for applications as late applications will not be considered.

Good luck with your application!

PO Box 101 (61 Kitchener Avenue)
Victoria Park Western Australia 6979
Ph: 08 9311 8202
Email: info@guidedogswa.com.au
Website: www.guidedogswa.com.au
ABN: 11 157 291 960

INFORMATION FOR JOB APPLICANTS

Eligibility

It is important that you carefully check the essential selection criteria to ensure you have the necessary skills and qualifications for the position.

Written Application:

Your application is the first step towards gaining an interview and should therefore be of a high standard, and be relevant to the job for which you are applying.

Electronic versions of the Application for Vacancy form, Information Statement and the relevant Job Description are available on our website www.guidedogswa.com.au.

Covering Letter

The covering letter is a useful introduction to your application and your opportunity to present yourself in the best possible way. Ensure you highlight your strongest points and achievements and relevant information on your availability for an interview.

Resume (Curriculum Vitae)

Please include a recent copy of your CV which should include:

- Relevant personal details and a summary of your work history, starting with the most recent position
- Dates and details of the type of role and the responsibilities required in each position
- A list of your educational qualifications, training and achievements
- The names and contact details of three referees

The Association will undertake reference checks as part of the selection process, therefore it is important that you contact your referees and seek their permission to nominate them before including them in your CV.

Statements Addressing the Selection Criteria

Unless otherwise stated, you will be required to submit a separate written statement demonstrating your experience, knowledge and skills relevant to the position. These statements must be clear and concise and provide specific examples to demonstrate how you meet the requirements.

Lodging Applications

Please submit your application marked "Private and Confidential" either to our HR Department or the name of the person nominated in the advertisement.

Enquiries

If you would like to find out more about the advertised vacancy please contact the person nominated in the advertisement or our Human Resource Manager on 08 9311 8202. Human Resources should also be contacted for information on the progress of your application.

Thank you once again for your interest in the advertised position and good luck with your application.