

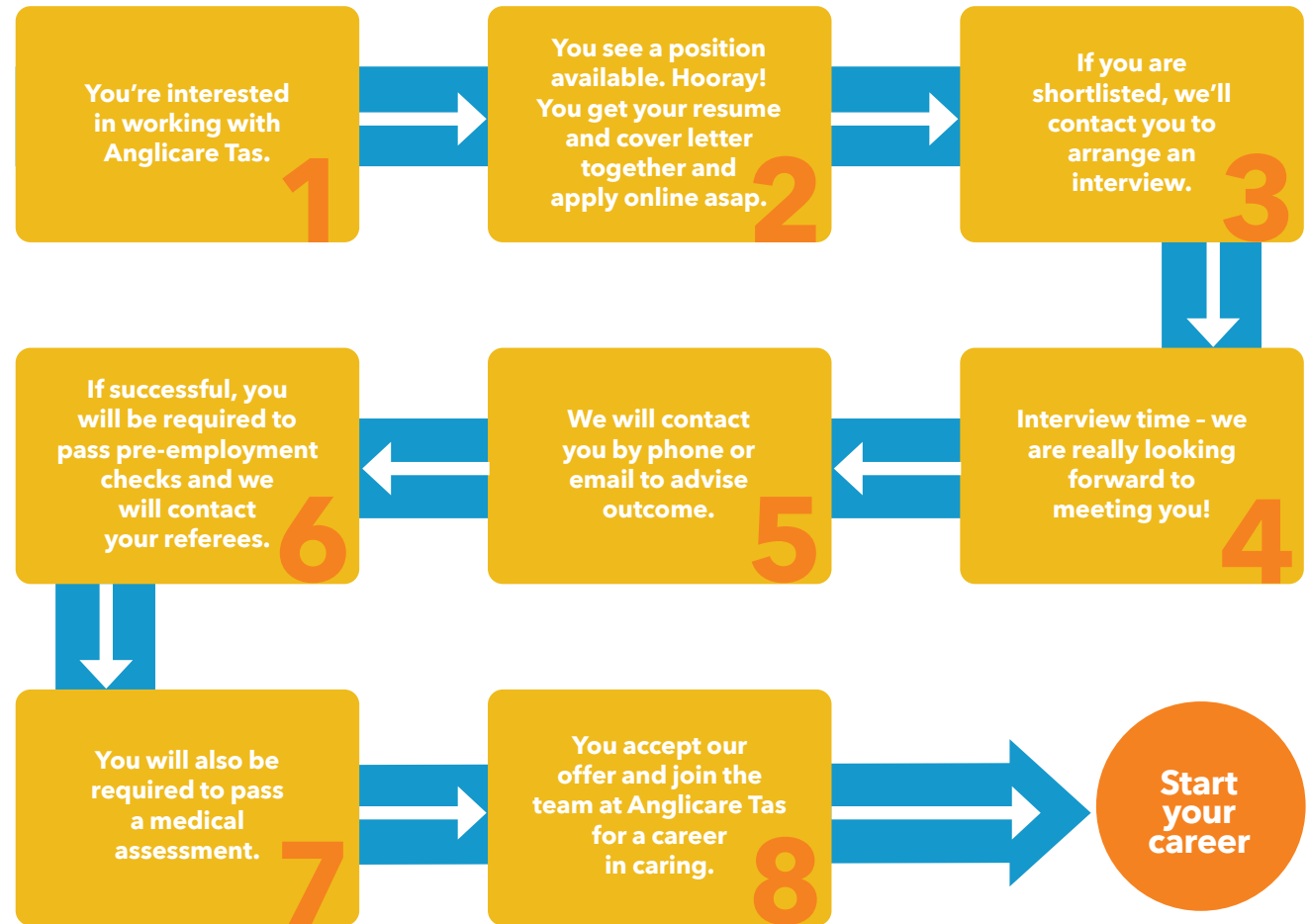
Application process

We know that applying for a new job can be a nerve-wracking experience. Between preparing your resume, writing cover letters and waiting to hear if you have been shortlisted – it's almost enough to turn you off.

But don't lose heart.

At Anglicare, we make it as stress free as possible. We have mapped out what you can expect when you apply for a position with us. There is a checklist included so you can be sure you don't miss any important details.

We've also included some tips on how you can be proactive and give yourself that extra advantage!



Because i care.
anglicare-tas.org.au/careers

 **Anglicare**TAS
Choice, support and hope

Your application checklist

- ✔ **Resume or curriculum vitae (CV)**
Provides a snapshot of your career and should detail your current contact information, qualifications, education and training, employment history and skills.
- ✔ **Cover letter**
While we welcome this, it is not compulsory for all positions. This should be brief, 3-4 paragraphs, focusing on the most relevant parts of your background to the position you have applied for.

Other good things to have

- ★ A current first aid certificate is not compulsory but can make the difference in getting you started on shifts quickly.
- ★ Holding your manual handling certification is an excellent head start.
- ★ Medication administration certificate.

Fast tracking or how to be best prepared for a quick start

To be successful for a role with Anglicare you will be required to provide the following list of documents. While you can wait until you have the job lined up, if you are applying for positions in the field of caring, it may be worth investing in having these documents at the ready so you can start asap!

- Provide a current National Schedule 1 Police Check (must be issued within the last 12 months).
- Provide a current (Tasmanian) Working with Vulnerable People registration (this can take up to 21 days to obtain).
- Most roles will require a full driver's licence.
- Current proof of work rights/visa.

