**Applying to EveryMan for a current vacancy**

Thank you for your interest in our current employment opportunity. At [www.everyman.org.au/careers/](http://www.everyman.org.au/careers/) you’ll find information about applying for the position, and you can download the following documents:

* Letter to applicants
* Position Information booklet
* Services overview
* What applicants need to know about EveryMan

A hard copy of the application form is also available for download if you prefer to use that. If so, you can send it by post to GPO Box 1753 Canberra ACT 2601, or by email to admin@everyman.org.au.

**ON LINE web form**

When using our application web form, please make sure you have electronic copies of supporting documents ready to upload at the time you intend to use the web form. These may include:

* qualifications and course completion certificates
* your CV or resume

**NOTE**: our web form doesn’t allow users to save work and return to complete later. You need to complete it in one sitting. 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.

**Selection criteria**

If you want to provide a response to the selection criteria, you can use the link below. Your referees will be asked to address selection criteria, so you don't have to complete this form, unless you want to. You won't be disadvantaged if you don't.

**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 (link below and also on the 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 * Proof of qualifications (certificate, academic record) * Current driver’s licence * Birth certificate or passport |