

Thank you for taking an interest in working at Skylight.

Please download a copy of the Job Description from our website: www.skylight.org.au under the heading “Positions Vacant” or phone the Recruitment Office on (08) 8378 4100 to arrange a copy to be posted or faxed.

The Job Description outlines Skylight’s Mission, Vision and Values together with the requirements of the role. If you feel you have the appropriate skills and experience and are interested in applying, please complete the following application process.

APPLICATION PROCESS

Applicants are requested to submit all of the following documents to be considered for the position:

1. **A covering letter or email** which clearly states
 - the title of the position you are applying for
 - the location of the position

2. **Your resume** outlining
 - full name, address and contact details (including mobile phone and email address if possible)
 - education
 - list academic qualifications (if any)
 - employment history
 - relevant experience
 - 3 current referees

3. **A separate 1 page (maximum) document with your responses to the following questions:**
 1. Describe what skills you believe to be most important when delivering support to participants in the community
 2. Describe how you work through challenges and how you feel this would impact support given to participants
 3. Provide an example(s) of how you would create positive connections with participants across a broad range of age groups, backgrounds and interests

Submit the above documents by any of the following methods:

POST	Recruitment Office Skylight PO Box 310 MARLESTON SA 5033	IN PERSON	Skylight 5 Cooke Terrace WAYVILLE SA 5034
EMAIL	recruitment@skylight.org.au	FAX	(08) 8378 4199



Applications will be processed when received by our HR Team. A notification will be sent to you indicating your application was received either by phone, email or post.

You will be contacted by phone, email or post if your application is considered further to arrange an interview.