



Before applying for a position please read our "[Application Information Package](#)" along with completing an [Application Form](#) to submit with your resume.

APPLICATION INFORMATION PACKAGE

Thank you for your interest in any of the positions advertised by Suncare Community Services Inc. This section has been prepared to outline the organisations recruitment and selection process; and to help you submit an application with a greater chance of success, specific to Suncare's requirements. The Recruitment and Selection Process will be undertaken in accordance with established policies and procedures to ensure a fair, equitable and transparent process that meets quality standards in support of equal opportunity in employment.

When submitting your Application

You should include the following;

- Resume or Curriculum Vitae* - outlining your work experience, positions held, period of employment, details of major responsibilities and achievements, duties performed, education, training or development undertaken and any relevant qualifications.
 - Covering Letter* – briefly addressing the key areas outlined in the position advertised.
- All applications should be submitted to the physical address on application or email address outlined in the position advertisement by the application closing date.

Once you have submitted your application

You should receive prompt acknowledgement of your application by email or post usually within a couple of days of submission.

The applications will then be short listed after the closing date and short listed applicants will be contacted by phone for an interview conducted by a selection panel.

Reference Checks

Suncare Community Services conducts reference checks of all applicants who are considered for final selection assessment. Suncare will not conduct any reference checks without your awareness and permission.

Further Assessment

For certain roles we may require additional information, including a second interview or other selection processes including a probation period or work trial. You will be advised of further assessments at your initial interview.

Successful Applicants

The chairperson of the interview panel will notify the successful candidate as soon as all assessment processes have been conducted. Usually the successful applicant will be contacted by phone. However, a formal letter of offer will then be prepared and sent to the successful applicant.

Additional Requirements

Under relevant legislation and policies and procedures of Suncare Community Services Inc., the successful applicant will be required to already have or willing to undergo a criminal history screening prior to commencement in position. Where applicable Disability Services Queensland screening and Working with Children Check may also be required. A current Drivers License and minimum qualification apply to most positions under Suncare.