

### **Employment Coordinators/Job Support Officers**

1. Applications addressing the job description are to be received by COB **Friday 19<sup>th</sup> February 2010**
2. From the written applications, short-listed applicants will be contacted by phone on **Monday 22<sup>nd</sup> February 2010** (please ensure your application includes the best contact phone number for you on this day)

Unsuccessful applicants will be advised by letter.

Applicants who are contacted by phone on Monday 22<sup>nd</sup> February 2010, will be invited to a **Group Information / Pre-selection Session** details below:

- Date: Tuesday 23<sup>rd</sup> February 2010
- Time: 6.00 – 8.00 pm
- Location: Personnel Employment  
Level 1/260 Currie Street  
Adelaide 5000

*Please note: Attendance is **compulsory** in order to qualify for a formal interview.*

3. Following this session, applicants will be short-listed for a **formal interview**.

Short listed applicants will be contacted on **Wednesday 24<sup>th</sup> February 2010** to be invited to interview.

Individuals not selected for interview will be advised by letter.

Interviews will be held on **4<sup>th</sup> and 5<sup>th</sup> March 2010**

*Please note: No other days will be given for formal interviews.*

4. Preferred start date for successful applicants is **Tuesday 6<sup>th</sup> April 2010**