

INFORMATION FOR APPLICANTS

Intending applicants should:

- obtain a copy of the Job and Person Description, which includes selection criteria, prior to preparing and submitting an application.
- obtain Job and Person Descriptions from the MIFSA website at <http://www.mifsa.org> (Employment Opportunities), or by phoning Lynne Forrest on 8221 5160.

Applicants are requested to submit a written application which:

- comprehensively addresses the selection criteria listed under “Skills, Knowledge and Experience Required”;
- includes a curriculum vitae providing full personal details, qualifications, previous employment and experience; and
- includes the names and contact details of three (3) referees.

Originals of any supporting documentation should **not** be included with the application as they will be unable to be returned. Successful applicants will be required to produce evidence of any academic qualifications on taking up the appointment.

Applications can be submitted by:

- **Post**, marked to the attention of Lynne Forrest, Administration Officer:

Mental Illness Fellowship of SA
PO Box 310
MARLESTON, SA 5033

- **In person** to the reception desk at:

Mental Health Resource Centre
1 Richmond Road
KESWICK, SA

- **By fax** to, (08) 8221 5159
- **By email** to, lynnef@mifsa.org. Please note that MIFSA cannot guarantee the receipt of email applications since the Internet is susceptible to interference from external sources. To make sure that your application is received, please also send a hard copy of your application by post.

MIFSA will acknowledge receipt of applications by mail and will contact short-listed applicants as soon as possible after the closing date for submissions. All applicants will be notified in writing at the conclusion of the recruitment process.
Late applications will not be considered.