

**Macquarie Legal Centre
Central West Contact Service
Part-time - 14 hours per week
9 month Maternity Leave contract
Information for Applicants**

Applications: You must apply in writing by the closing date **2 March 2012 at 5pm.**

In your application:

- explain how you satisfy the selection criteria and give examples (it is not sufficient to state that you satisfy the criteria),
- include a CV or resumé with personal details: name, address and contact details, education, previous positions and experience, and
- provide contact details for two referees.

Please mark your application “**Confidential**” and send it to:

**The Convenor CWCS Selection Committee, Macquarie Legal Centre, PO Box 23
Parramatta NSW 2124.**

Copies of degrees, diplomas: Applicants will be required to provide proof of academic qualifications.

Acknowledgment of Applications: Macquarie Legal Centre does not acknowledge receipt of applications.

Short Listing: The Selection Committee will make arrangements to interview short listed applicants. Letters will be sent to unsuccessful applicants.

Interviews: *Will be held in the week following applications close.* Local applicants will be interviewed in person. Interstate applicants will generally be interviewed by telephone. The interview panel will comprise three or four people. A list of the interview questions will be provided to interviewees 15 minutes before the interview.

Final Selection: The successful applicant will be contacted by telephone and sent a written offer of appointment. Unsuccessful applicants will be notified as soon as possible after the selection process has been completed.

Employment Contract: The successful applicant will be sent a letter of appointment and a draft employment contract.

Wage Packaging: The successful applicant will have the option to take part of their salary as a wage package.

Equal Employment Opportunity (EEO): Macquarie Legal Centre is an equal opportunity employer. Staff will be expected to comply with EEO.

Occupational Health & Safety (O H& S): Staff will be expected to comply with OH&S. Macquarie Legal Centre maintains a smoke-free working environment.

Further Enquiries: If you have further enquiries about the position please contact (02) 9893 7949 or email cwcs@bigpond.com or refer to www.macquarielegal.org.au or contact