

March 2010

RE: APPLICATIONS FOR ADVICE WORKER – FRASER COAST

Dear Applicant,

Thank you for your interest in the position of Advice Worker with the Tenants' Union of Queensland Inc.

Please note the following documents for the above position:

- Job Description (Advice Worker – Fraser Coast)
- Tenant's Union Info
- Authorisation and Understanding. You will be required to complete this form at the time if you are selected for an interview.

To ensure your application is considered please follow the procedures as outlined:

- All Selection Criteria according to the Job Description must be addressed;
- Enclose a current Curriculum Vitae with your application including the names of two referees;
- Complete and enclose with your application the Authorisation and Understanding document;
- Applications may be mailed, emailed or hand delivered;
- Adhere to the closing date and time.

We also ask that you present any hard copy application in an unbound format. If a bound copy is presented, please ensure an unbound copy appropriate for photocopying is also enclosed.

Individuals who have been selected for interviews will be contacted shortly after the closing date to arrange a suitable time. Any applicants not selected for interview will be informed by mail or email.

In order to utilise our resources efficiently we wish to determine the most effective form of advertising. Please inform us in your application where you found out about this employment opportunity.

If you have any further queries please contact the Fraser Coast office on 4124 1523 or email fcoffice@tuq.org.au

Yours sincerely,
Ros Connor
Coordinator (Fraser Coast)