



Guidelines for Employment Application

OCT 2026

Employment Application Guidelines

Your application is the first step towards securing an interview and as such it is important to fully detail your suitability for the role you are applying for

As applications cannot be returned to unsuccessful applicants, please do not forward any original documentation by mail.

Providing false or deliberately misleading information may result in the application being rejected or dismissal if you are successful in gaining the position

PREPARING YOUR APPLICATION

Playgroup Tasmania offers jobs on the basis of merit. This means that the applicant considered to be most capable of doing the job is selected. To decide this, we look at your qualifications, experience, skills and standard of work relevant to the advertised position. The following instructions detail Playgroup Tasmania's requirements with regard to applications for employment and are aimed at assisting applicants in various aspects of submitting their application.

Cover Letter

A covering letter is an opportunity to introduce yourself and to state why you are applying for the position, as well as giving details of how you may be contacted during normal business hours.

Resume

An up-to-date resume (or curriculum vitae) detailing:

- **Relevant personal details** – including telephone number, full name and email address
- **Work History** – Commencing at the most recent position held and include period and dates of employment and a brief summary of the duties and responsibilities of each position held.
- **Qualifications and Training** – list the qualifications obtained or the relevant training undertaken, starting with the most recent. Include the qualification or training course title, the date the qualification or training was received and the name of the institution or training provider.
- **Referees** – Include the contact names and numbers of at least two professional referees, preferably people who have supervised you in a professional capacity within the last five years. It is advisable to liaise with your referees and inform them that they may be contacted in relation to your application for employment with Playgroup Tasmania.

Statement addressing the selection criteria

You are encouraged to address the selection criteria provided in the Position Description, either within your cover letter or in a separate statement. This information will assist the selection panel to understand how your skills, experience and qualifications relate to the role.

Commitment to Child Safety

Playgroup Tasmania is committed to the safety and wellbeing of all children and to creating child safe and child friendly environments.

All employees are expected to actively contribute to a child safe culture, commit to the Playgroup Tasmania Code of Conduct and comply with all organisational child safety policies and procedures.

Applications

Applications along with your resume should be marked “Confidential” and submitted through the Ethical Jobs or Seek portal. Applications for each position must be received by the nominated closing date as advised.

Questions

Any question relating to the position and the application process can be directed to:

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