

3 February 2012

Dear Applicant,

**Re: Client Services Manager/ 2IC Position**

Thank you for your interest in the above position with JSS! Enclosed please find the *Position Description* and *Reference Check* documents that you will require in order to apply for this role.

The Position Description is an important document with regards to your application as it outlines the key objectives and responsibilities of the role, as well as the conditions of employment. This will help you to identify the skills and attributes Junction Support Services is seeking in this role.

The Position Description also contains information regarding how to apply and a list of selection criteria. It is very important that you address each of the selection criteria points in your application to demonstrate your suitability for the role you are applying for.

For further assistance with your application or information regarding the agency, we encourage you to utilise the number of documents available to you from CHSS' website – <http://www.chss.net.au/Employment/PositionsVacant/tabid/106/Default.aspx>

Here you will find:

- General Information – regarding the application process
- Your Application – explaining how to address the selection criteria
- The story of JSS
- Agency Information
- JSS' Pre-Employment Police Check Policy

If there is anything further that JSS can assist you with regarding your application then please do not hesitate to contact the organisation. Details are enclosed for this purpose within the Position Description – Application Procedures.

Yours sincerely,

***Celestine Willmott***

Recruitment Officer  
Junction Support Services