



My Carer
Aged Care Services

"Not just care, a way of life"

Employment Application Guidelines

My Carer Aged Care Services attracts a large number of applications for each vacancy it advertises. Each application is carefully evaluated against the specific requirements of the role so to help us evaluate your CV and ensure that your experience, skills and qualifications are correctly reflected, we would suggest that you make sure the following information is contained in your CV and covering letter.

1. Your name, street address, email and a contact telephone number;
2. Your employment history – including the name(s) of previous companies, position(s) held, period(s) of service, major responsibilities and specific achievements;
3. Your level of education and relevant training programs;
4. Any other experience or activities that relate to the role you are applying for.
5. Please ensure that your CV is current, clear in the information it contains and is no more than four pages in length.

Recruitment Process

At My Carer Aged Care Services, we are very committed in the approach of recruiting the best talents to work for us, because we believe in delivering a world-class care service for our clients. To apply for a position with My Carer Aged Care Services please do the following:

1. Read the above Employment Application Guidelines.
2. Complete all sections in the Employment Application Form and press Submit.
3. Post or email your cover letter and CV to:

Mail: PO Box 3228, Blakehurst NSW 2221 or Email: info@mycarer.com.au

4. Successful applicants will receive a phone call within 2 weeks to come for an interview. Unsuccessful applicants will receive an SMS notification.
5. Final round and successful applicants will be notified within 1 week. Before employment hire, we will be conducting background checks in police clearance and reference verifications.
6. Passed applicants will each receive an official employment letter and welcoming pack with details on your pay, training dates and other events.