

Application Procedure

Thank you for your interest in a 'Non-Member Board' position with the Australasian College of Nutritional and Environmental Medicine (ACNEM).

All applications are dealt with in the strictest confidence.

When preparing an application for a position with ACNEM the following should be included:

- a covering letter with the position title clearly displayed;
- a document addressing the selection criteria individually describing the experience, knowledge and skills you possess which is directly relevant to each of the selection criteria;
- a current resume/curriculum vitae; and
- at least two referees including contact telephone numbers and e-mail addresses.\

Please note that applications will not be accepted if any of the above-mentioned requirements are not included with the application.

Submission of Applications

Applications must reach the CEO, by the close of business on the nominated closing date and should be sent to:

Ms Penelope Griffiths
CEO
Australasian College of Nutritional and Environmental Medicine
PO Box 298
Sandringham Vic 3191

Or via email to: natasha@acnem.org

All applications will be acknowledged.

Late applications will not be accepted.

Interview and Appointment

All applicants must be prepared to attend an interview if requested.

Once an appointment has been made, all unsuccessful applicants will be advised in writing.

Once the recruitment process has been completed all unsuccessful applications will be destroyed.

Feedback to unsuccessful applicants will not be provided.

Additional Information

Other documents relevant to this role that applicants may wish to consult are as follows.

- ACNEM Incorporated Rules of Association
- 2016-2017 Annual Report

[These documents can be found on the ACNEM website.](#)

Australasian College of Nutritional and Environmental Medicine Inc

Improving Health Outcomes

Privacy

ACNEM respects the privacy of personal information by adhering to privacy laws.

ACNEM is committed to complying with the Privacy Act 2000. ACNEM recognises the importance of the privacy of personal information collected by ACNEM and is committed to ensuring that personal information is appropriately stored, managed and/or destroyed as required.

Police Check

This position may be subject to the successful applicant having a satisfactory Police Check prior to the commencement of the position. This is at the applicant's own expense.

Further information

Please contact:

Ms Penelope Griffiths
CEO
Australasian College of Nutritional and Environmental Medicine
PO Box 298
Sandringham Vic 3191
Ph: (03) 9597 0363