

APPLICATION FOR EMPLOYMENT

People and Culture Department



Maximum term position applied for: Community Support Worker			
Where did you hear about this opportunity?			
<input type="checkbox"/> Part-time			
Days available to work:		Date available to commence:	
Title: <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Mx <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say			
Your pronouns: <input type="checkbox"/> she/her/hers <input type="checkbox"/> he/him/his <input type="checkbox"/> they/them/theirs			
First Name:		Family Name:	
Address:		Postcode:	
Phone (home):	Phone (mobile):	Phone (work):	
Email:			
Diversity and Inclusion Data Collection: ADSSI is committed to building a diverse and inclusive workplace. We have initiatives designed to grow the number of staff (clients/volunteers) who are Aboriginal people and people from a non-English speaking background. We collect this data so we can track our progress against our goals. It is not compulsory to answer these questions; however, we encourage you to answer.			
Are you an Aboriginal or Torres Strait Islander person?			
Aboriginal <input type="checkbox"/> Yes			
Torres Strait Islander <input type="checkbox"/> Yes			
both Aboriginal and Torres Strait Islander <input type="checkbox"/> Yes			
<input type="checkbox"/> No			
Are you from a culturally and linguistically diverse background? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please give details:			
Please list any languages you can speak other than English:			
Proof of Eligibility to Work in Australia: The following are acceptable documents. Originals will be viewed, and a photocopy taken. Please tick the document which will be produced at interview. A Department of Immigration and Citizenship (DIAC) approved check may be required or the presentation of a Visa. By signing this application, you agree to this check being undertaken.			
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Citizenship Certificate	<input type="checkbox"/> Australian Passport	<input type="checkbox"/> Working Visa
Do you have any criminal convictions? <input type="checkbox"/> Yes <input type="checkbox"/> No			
All final applicants for this position will be asked to provide a recent Australian Nationally Co-ordinated Criminal History that is less than 12-months old. People with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits.			
Do you have a current Working With Children Check or can you obtain a Working With Children Check before commencing employment if required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
I understand that the Community Support Worker role requires me undertake a variety of services to be delivered to our clients in their homes. Services provided by this role may include;			
- Cleaning - Personal Care			
- Shopping - Transport			
- Social Support - Meal Preparation			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Candidates for roles that involve driving of clients are required to provide a recent MyServiceNSW driving record that shows any history of offences recorded against your licence. Will you provide a copy of your driving record that is less than 30 days old before commencing employment if required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have any adverse medical, physical or mental condition which may affect your driving? <input type="checkbox"/> Yes <input type="checkbox"/> No			

If yes, please give details:	
Please list any hobbies, qualifications, skills or other interests that may be of interest to our clients:	
Have you suffered any injury or illness, or do you currently have any health problems, which might prevent you undertaking the essential requirements of the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details:	
<p>Referee checks are used to obtain independent information about a candidate's capabilities, experience and knowledge from managers, peers or other stakeholders who have observed their performance in a relevant context. Referee checks can be used to confirm and verify information gathered from the application, resume, interview and other capability-based assessments and to examine any inconsistencies.</p> <p>The information obtained from referees provides insight into a candidate's strengths and developmental needs which can be used to assist with their on-boarding experience and day-to-day management. A minimum of two referee checks are required.</p> <p>Referee checks are done in the final stage of the recruitment process for short-listed candidates. Reference checks may be done for more than one candidate where the panel needs more information to separate the leading candidates.</p> <p>It is ideal for at least one referee to have been a line manager to the candidate in the past two years. Candidates may be asked why they have not nominated their manager to ensure that the reason is valid. Referee checks are conducted online. Consequently, both an email address and a phone number are required. You will be sent a link with information on how to arrange your referee check.</p>	
Vehicle details needed only for positions that require the use of a private vehicle for work. Any offer of employment will be subject to the vehicle being acceptable to ADSSI regarding appropriateness, age, condition and presentation.	
Year, Make and Model	
Body type? <input type="checkbox"/> Sedan <input type="checkbox"/> Hatch <input type="checkbox"/> Wagon <input type="checkbox"/> SUV <input type="checkbox"/> 4WD <input type="checkbox"/> Other	
If Other, please give details:	
Comprehensive Insurance that covers business use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the vehicle subject to an airbag recall? Check at https://www.ismyairbagsafe.com.au/ as well as https://www.productsafety.gov.au/recalls/recall-of-takata-nadi-5-at-airbags for vehicles built between 1996 and 2000.	<input type="checkbox"/> Yes <input type="checkbox"/> No Details, if yes:

Applicant's Statement: The above information is correct to the best of my knowledge and belief. I understand that any statement on this form found to be deliberately misleading may lead to non-progression of my application, or, if I have been employed, disciplinary action which may lead to my dismissal. I am aware that an offer of employment is made subject to my fulfilling the inherent requirements of the position demonstrated by satisfactory pre-employment checks which could include a range of medical tests, an occupational therapy assessment, bankruptcy check and/or a psychometric test, and may include police checks, Working With Children Checks, reference checks, confirmation of relevant qualifications, vehicle check and confirmation of my right to live and work in Australia.

I agree to cooperate with random drug and alcohol testing if required and any positive test may result in immediate dismissal. I understand that ADSSI has a **zero-tolerance** to breaches of the relevant policies and procedures.

Applicant's name or signature:	Date:
---------------------------------------	--------------



Required for the Position	Applicant's response
Certificate III Individual Support or equivalent	
Previous experience working with older people and people with a disability and/or knowledge of Consumer Directed Care, NDIS and Home Care Guidelines	
Apply First Aid Certificate	
Current NSW driver's license and a safe driving record	
Use of a reliable well-presented vehicle that has comprehensive insurance cover	
Please tick availability	<input type="checkbox"/> Monday to Friday 7am to 7pm <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> Public Holidays
Competent in the use of smart phones and other mobile technology such as tablet devices	