

EMPLOYMENT APPLICATION FORM



Position applied for:			
Surname:			
Other Names:		Title:	
Address:			
Postal Address:			
Home Phone:		Work Phone:	
Mobile Number:		Email:	
Drivers Licence No:		Expiry Date:	

ADVICE TO APPLICANTS

Selection for any Currajong Disability Services Ltd. employment positions will be based on merit. This means that the person whose skills, knowledge and experience best match the position requirements will be selected.

IMPORTANT

To apply for a position with Currajong Disability Services Ltd., you must submit an application, which addresses all essential and desirable selection criteria of the position you are applying for. You must also submit your resume and the completed written application form for employment by the closing date to:

**"Confidential" - Positions Vacant
Currajong Disability Services Ltd.
P O Box 750, PARKES NSW 2870**

**Or Email to
jobs@currajong.org.au**

CRIMINAL RECORDS CHECK

Currajong Disability Services Ltd. requires that a criminal record check be carried out on applicants recommended for the position, you will be asked to complete a criminal records check form.

WORKING WITH CHILDREN CHECK

Currajong Disability Services Ltd. has a legal obligation to check a person's background before they are employed in child related employment position. When applying for such a position a 'Working with Children Check' will also be required. This is a formal process of checks to help determine your suitability to work with children or have unsupervised access to children in your work.

Currajong Disability Client Services may require employees to work a variety of shifts including sleepovers, active nights, weekend and weekday work. Wages and conditions are in accordance with the SCHADS Award 2010

SKILLS & EXPERIENCE

Please Attach your Resume. Proof of training, qualifications, previous employment and other information provided in your Resume will be requested for sighting at interview if this application is successful.

PLEASE ANSWER THE FOLLOWING GENERAL QUESTIONS:

1. Is there anything in your medical history or your current physical condition that may prevent you from fully performing all duties expected of you in the position you have applied for?

YES / NO

If **yes**, please provide details

2. Do you take any medications that may affect your ability to do your job? YES / NO
3. If your employment application is successful, do you agree to undergo a physical check up by a nominated practitioner?
YES / NO
4. **It is a condition of employment that successful applicants undertake relevant criminal and/or children checks before employment is offered.**

Do you agree to o the relevant criminal and/or work with children checks? YES / NO

5. **Do you agree to have referees contacted in relation to this application?** YES / NO

Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential. Please provide details of three people who can speak on your behalf regarding your work history

Name	Contact Number	Position held/working relationship

DECLARATION

I declare that the information supplied in this application is to the best of my knowledge, both true and complete. I understand that knowingly providing false information may be sufficient cause for rejection, or, in the case of employment, dismissal.

I understand and accept that as a condition precedent to my obtaining the position applied for, I shall have to undergo a probationary period of employment of six (6) months.

If employed, I will abide by the Currajong Disability Services Ltd. policies and procedures and Code of Ethics and Conduct as disclosed to me and/or obtained at the Staff Orientation training, on Notice Boards or other Currajong Disability Services Manuals.

Applicant's Signature: _____ Date: _____

Currajong Disability Services Ltd. INFORMATION FOR APPLICANTS



CURRAJONG DISABILITY SERVICES

Currajong Disability Services Ltd. is a NDIS registered, local community based, non-profit organisation governed by a voluntary committee.

Currajong Disability Services has grown substantially and current NDIS Services provided include community engagement – social & community participation, capacity building – skills development, residential, and individual support services. This includes supporting clients who live in their own homes or in CDS's supported residential accommodation

Services are provided for people with disability and their Carers from 0 - 65 years in the Parkes, Forbes and Lachlan Shires.

OCCUPATIONAL HEALTH AND SAFETY

Currajong Disability Services Ltd. is committed to maintaining the highest health and safety for all of our employees and the community in which it serves. This commitment is clearly documented in the Organisations policies and procedures. Every employee has a legal obligation under the Work Health and Safety Act 2011 to co-operate with Currajong Disability Services policies and procedures to ensure your health and safety.

EQUAL EMPLOYMENT OPPORTUNITY

Currajong Disability Services Ltd. is an Equal Employment Opportunity Employer. Currajong Disability Services Ltd. operates under the New South Wales Anti-discrimination Act 1977. Currajong Disability Services Ltd. is committed to ensuring that our workplace rules, policies, practices and behaviours are fair and free from discrimination, bullying and harassment, where all workers are valued and respected and have equal access to work and training opportunities based on merit.

ENQUIRIES ABOUT EMPLOYMENT OPPORTUNITIES WITH CURRAJONG

All people seeking information about employment with any of Currajong Disability Services must complete this Application for Employment and provide a current Resume.

An employment application lodged with Currajong Disability Services when a position has not been advertised will be held on file for up to six months should a suitable position become available within that time. You will be notified of the advertised position should you wish to re-lodge your application at that time.

Thank you for your interest in seeking employment with Currajong Disability Services Ltd.