

## Job Application Process

**Your Application:** Selection for interview is based on how well applicants address the Selection Criteria. A series of statements which summarise your direct experience skills, knowledge, qualifications and achievements in relation to each of the selection criteria is required.

**Selection Criteria** describes the particular abilities, skills, knowledge, qualifications (if applicable) and other essential requirements needed to achieve the outcomes of a position. The selection criteria constitutes the basis for selection – these are weighted in order of importance.

### An Application for any position must include:

- The fully completed application of Employment, Promotion or Transfer Form as a cover sheet;
- The fully completed Prohibited Employment Declaration Child Protection Act 1998 document;
- Statements which concisely describe how you consider yourself suitable to meet each of the Selection Criteria;
- The Name, position and telephone contact numbers for two referees who can attest to your suitability for the position you are applying for; Additional information (eg:summary of your work experience, supporting documentation considered relevant in support of your application can also be incorporated).

**Selection Process:** The selection process generally includes consideration of applications, interview, reference checks and criminal record checks. During the interview, you will have an opportunity to explain or clarify information given in your application and any new material considered relevant. All interviewees will be asked similar types of questions. These questions will have been developed from the Selection Criteria and are designed to help the selection panel obtain the information they need to assess as to how well you meet the requirements of the position.

Once the Selection Committee's Recommendations have been approved by the CEO all applicants will be formally notified whether successful or unsuccessful. All applicants are entitled to contact the Selection Committee for feedback on their application and performance at interview. Post selection feedback will be provided upon request and will be based upon

an assessment of the applicant's suitability in regard to each of the selection criteria.

**Reference Checks:** As an applicant, you are requested to nominate the names and telephone numbers of at least two referees who may be contacted in relation to your application. Where possible, one referee should be your present supervisor. If you are not currently employed you should list your immediate previous supervisor.

**Workplace Health and Safety:** Karitane is committed to providing a healthy and safe working environment for all employees and all persons in the workplace. Smoking is prohibited on the grounds of Karitane including entrance areas, buildings, enclosed areas and vehicles. Prior to offer of employment is given, applicants need to provide evidence of protection against all the specified infectious diseases and documentation of their TB status as per the Occupational Screening and Vaccination Against Infectious Diseases (PD2007\_006)

**Employee Assistance Programme (EAP):** Professional counselling for personal or work related problems is available to all employees and their immediate families of Karitane. The service is provided on a confidential and free basis.

**Payroll/Remuneration:** Wages are paid directly into your nominated bank or credit union. Appointment to a particular level will depend upon qualifications and experience. Salary level and employment conditions should be negotiated and accepted prior to commencement of duty.

**Superannuation:** First State Superannuation Scheme and HESTA is provided by Karitane to its employees. If you already contribute to another superannuation scheme and require information regarding portability, you should contact Payroll on (02) 9794 2332.

**Salary Packaging:** Ezipay Salary Packaging are engaged by Karitane to handle all enquiries or changes to Salary Packaging. They can be contacted on 1800 932 394. Karitane is registered with the ATO as a Health Promotion Charity and can offer a \$16050 tax free salary component to staff.

**Please send completed applications to:**  
Employee Services Coordinator  
PO Box 241, Villawood NSW 2163

Grainne O'Loughlin – Karitane CEO