



Supports for Living

independence in your home and community

Dear Applicant,

Thank you for your interest in the position of **Disability Support Worker**. The attached information is to assist you in your application and provides information on the position, what **Supports for Living Pty Ltd** does and our organizational values.

Supports for Living selects candidates based on merit which means we follow a process that allows us to select the person whose skills, knowledge, experience, and values best match the role requirements.

Therefore, to complete your application you are required to:

1. Complete the application for employment form
2. Complete a letter (maximum 2 pages) outlining how you meet the essential criteria.

Applications will not be considered unless the essential criteria are addressed

The position is based mobile based in the NDIS participant's home or out in the community. This role will be paid **under the SHADDS** award conditions.

You are reminded that the closing date is **{As soon as possible}**. Applications received after this will not be accepted.

Steps in the **Supports for Living Pty Ltd** recruitment and selection process:

1. The panel will complete an initial cull to decide who to invite to interview
2. Applicants identified as suitable for interview will be contacted by phone (or alternative method if you have indicated this) and advised of an interview date and time
3. Applicants will attend an interview. The interview questions will focus on your skills and experience in relation to the position, ask you what action you would take in different scenarios related to the position, and how you would undertake different aspects of the role.
4. The panel will decide on who best matches the job requirements and conduct reference checks
5. Pre-employment screening will be completed prior to making a formal job offer.
6. If the reference checks and pre-employment screening are satisfactory, a formal job offer will be made, and a start date negotiated.

Where qualifications are required of the role you will need to bring them to the interview or attach them to this application. If you require further information, please contact the Karin on 0476239993.

Applications to be addressed to:

Supports for Living

PO Box 3107

Austinmer NSW 2515

APPLICATION FOR EMPLOYMENT

The information supplied in this document and in your application will be treated in the strictest of confidence.

PLEASE NOTE: All support workers must undergo an [NDIS Worker Screening Check](#), a [National Police Check](#) and if working with children, submit a [Working with Children clearance](#) .

DETAILS OF THE VACANCY YOU ARE APPLYING FOR

JOB TITLE:	
LOCATION:	
EMPLOYMENT TYPE (PLEASE CIRCLE):	Permanent / Fixed Term / Casual

APPLICANT DETAILS

Title:	Surname:	Given Name/s:	
Home Address:			
Suburb:		State:	P/Code:
Contact Details:			
Work:		Home:	
Mobile:		Email:	
Qualifications: Please attach certified copies of all qualifications and certificates of attainment			Year Obtained:

Are you an Australian Citizen / Permanent Resident? Yes No

If no, do you have a working visa Yes No

(Note: to be eligible for employment, applicants must have the appropriate work visa or have permanent residency status)

Are you of Aboriginal or Torres Strait Islander descent? Yes No

Do you hold a Current NSW Drivers Licence Class: Yes No

Do you hold a Working with Children clearance Clearance Number: # Yes No

Do you require any special arrangements at an interview? Yes No

If yes, please provide details below:

Do you have any pre-existing injury or illness of which you are aware that you could reasonably be expected to foresee, could be affected by the nature of the duties and responsibilities of the position for which you are applying? Yes No

If yes, please provide a brief description (or on a separate advice):

EMPLOYMENT DETAILS

Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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PLEASE LIST YOUR THREE MOST RECENT EMPLOYERS

Organisation:	
Position Held:	
Dates of Employment:	Start: Finish:
Reason for leaving:	
Employment Type (please circle):	Permanent / Fixed Term / Casual

Organisation:	
Position Held:	
Dates of Employment:	Start: Finish:
Reason for leaving:	
Employment Type (please circle):	Permanent / Fixed Term / Casual

Organisation:	
Position Held:	
Dates of Employment:	Start: Finish:
Reason for leaving:	
Employment Type (please circle):	Permanent / Fixed Term/ Casual

REFEREE DETAILS

(Note: two referees are required. At least one of these referees should have been your immediate supervisor in your past or existing role. Please also provide a land line number)

1. Name of Referee:	
Position Held:	Contact No: Email:
Name of Organisation:	
Relationship to you:	

2. Name of Referee:	
Position Held:	Contact No: Email:
Name of Organisation:	
Relationship to you:	

CERTIFICATION

I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I understand that, if I am employed, I will be liable to dismissal if any of the statements in my application are found to be deliberately misleading.
Applicants Name (<i>print</i>):
Signature:
Date:

SELECTION CRITERIA

Please attach a 2-page statement addressing the selection criteria in the position description