

WHO TO CONTACT FOR INFORMATION

About the Position

Contact the person nominated in the advertisement

About the Recruitment Process

Contact the People and Culture Team
Member nominated in the advertisement

For Assistance with Applying

Contact us via email at careers@ucsa.org.au and advise preferred method of contact

WHAT TO ATTACH TO THE APPLICATION

***Attach and upload required documents (check the job advertisement)**

This may include*

Cover Letter

Less than 1 page

Introduces you and clearly outlines the skills you will bring to the position

Current Resume

Requires at least 3 referees, including your current Line Manager

Containing relevant work experience, responsibilities held, qualifications, education and training achievements and any further relevant information

Consider the Personal and Job Specific Capabilities

Substantial Document - may be a few pages

Should demonstrate how you have achieved the points contained in the selection criteria. Consider the Personal and Job Specific Capabilities in your response

OTHER INFORMATION

Application Closing Time

Applications close at 11:00pm on the advertised closing date.

Short Listing

All applications will be assessed against the selection criteria and the strongest applications will be short listed and contacted for an interview.

Interview

If you are selected for an interview, we will generally contact you within 14 days after the closing date has occurred. You will be advised of the interview time, date and venue.

Pre-Employment Checks

All offers of employment are subject to:

- Satisfactory reference checks.
- Satisfactory DHS Working with Children Check.
- Evidence of a current Australian Driver's Licence.
- Australian right to work check.

And may be subject to:

- Medical assessment as deemed necessary.
- Psychological Suitability Assessment (role specific).
- Other assessments as deemed necessary.
- Satisfactory NDIS Worker Check (role specific).
- National Police Clearance (role specific).

Notification

Once a decision has been made, the successful applicant will be offered the position verbally and in writing.

After the position has been accepted, interviewed applicants will be notified of the outcome by telephone.

Applicants who do not have an interview will be notified by email.

WE COMMIT TO RESPOND TO EVERY APPLICANT