

GUIDE TO APPLYING

WHO TO CONTACT FOR INFORMATION

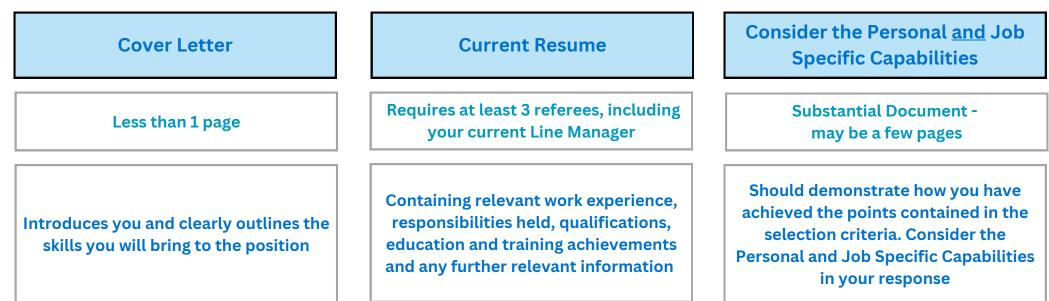




WHAT TO ATTACH TO THE APPLICATION

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

This may include*



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