



# Employment Application Guide



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## **Introduction**

Thank you for your interest in the advertised position at Burnett Respite Services Inc (Carinbundi). Please read the application guide and follow the instructions carefully, this will assist you in the preparation of your application.

The following information is provided to ensure that all applicants clearly understand the requirements of the selection process.

## **The organisation**

Carinbundi is the trading name of **Burnett Respite Services Inc**, a community based, not for profit organisation formed in 1994 to provide regular respite to people with a disability aged from birth to 65 years. This care is provided to offer relief from stress for carers and a break for people with disabilities.

Since its early days, this service has grown and now offers a range of programs from a number of locations,

## **Our Mission**

"To offer quality, accessible, planned and crisis services to all eligible people with a disability, their families and carers living in the Bundaberg region".

## **Our Vision:**

To be a A "Sustainable, Inclusive Community"

## **Our Philosophy:**

Burnett Respite Services Inc. accept as true that:

- the service will provide a lifestyle as near as possible to the day-to-day living environment of the service user, with respect to their, and their carer's desires;
- as far as possible, normal routine in relation to education, vocational and recreational pursuits and therapy sessions will be continued;
- the rights of the service user in relation to privacy and confidentiality, and a voice in decision-making will be respected;
- participation in the local community through physical and social integration will be encouraged in order that opportunities are provided for service users to reach goals appropriate to their age, needs and desires;
- the service user and his/her advocate shall have a say in the management of the service, and an appropriate avenue for the airing and resolution of grievances shall be provided; and
- the community has the right to accountable and responsive services.
- this service will always advocate for a person with a disability regardless of the potential consequences for the organisation.



## **Equal Employment Opportunity (EEO)**

As an equal employment opportunity employer we are committed to:

- Prohibiting discrimination or harassment in employment on the grounds of race, sex, marital status, physical impairment, intellectual impairment, sexual preference or age.
- Promoting equal employment opportunity.

In practical terms, a commitment to EEO means that our recruitment process must be accurate, fair, accountable, systematic and based solely on merit.

## **Employment eligibility**

Only Australian citizens, or those eligible to work in Australia, will be offered positions with Carinbundi. You may be required to supply one of the following documents as proof of employment eligibility:

- Australian Birth Certificate
- Australian Citizenship Certificate
- Passport – valid Visa

Positions require a “Working with Children” check and may require a policy check to be undertaken as part of the recruitment process.

## **How to apply for positions with Carinbundi**

When applying for a position, it is important to prepare an application that demonstrates why you are the best person for the job and how your skills, knowledge and experience match the selection criteria.

## **The advertisement**

All positions with Carinbundi are advertised in a manner sufficient to attract a suitable pool of applicants.

Carinbundi utilises a range of advertising media including:

- Our website [www.carinbundi.com.au](http://www.carinbundi.com.au)
- SEEK
- Various other forms dependent on the position being recruited for

## **The Position description**

A position description should be obtained from Carinbundi’s website or by contacting the contact person advertised in the job ad.

The position description will:

- Describe the key accountabilities & position requirements
- Specific responsibilities
- Include additional information required to fill the position

It is important that you read the position description before you prepare your application to ensure you are able to satisfy each specific selection criteria.



## Your application

All applications must include the following:

- **Covering Letter**
- **Resume**
- **Selection Criteria – your application must address the Selection Criteria as outlined in the relevant position description.**

### **The covering letter**

A brief covering letter should be included with your application. This letter should include the name of the position you are applying for and where you sourced the advertisement, e.g. Fraser Coast Chronicle.

### **Your resume**

Your resume provides the selection committee with the personal details and other necessary information to assist in the recruitment process.

Your resume should include:

- Your personal contact details
- A statement outlining your career objectives (optional)
- Your education qualifications (put your most recent qualifications first and work backwards)
- Your employment history (put your most recent position first and work backwards). It is important to provide details of your present / previous employer's name and address, the length of time you were employed, your position title and a brief outline of the duties performed in that position.

### **Referees**

If you list referees as part of your resume, remember, they should be able to provide information about the position you held and your work performance.

Remember to ask your referees for their permission to be included in your application. By providing the name of the referees in your application, you give Carinbundi permission to contact these people at any stage of the recruitment process.

### **Selection criteria**

Selection criteria describe the skills, knowledge, abilities and qualifications that are required to perform the job. Wording of the selection criteria indicates the required level of knowledge, skills and abilities for the position.

Your application must demonstrate how you meet the selection criteria. A full resume only is not sufficient. If your application does not address all the selection criteria it **will not be considered**.

### **Key words used in selection criteria:**

Demonstrated knowledge or skill – you need to give examples that prove you have this area of knowledge or possess the particular skill.

Ability to – you do not need to have done this kind of work before, but your skills, knowledge and experience must show that you are capable of doing this as part of the job. Describe things you have done which prove you could do this kind of work.

Experience in – you have to show you have done this kind of work before. Give examples.

Effective, proven, highly developed, superior – these are all asking you to show your level of achievement to illustrate your level of skills, knowledge and experience.

Sound communication skills – this is about showing you have the communication skills needed to do the job. You could include: experience in dealing with people, details of things you have written, and examples of problems you have solved using your communication skills.



## **Submission of applications**



Tip!  
Have someone proof read your application before submitting it to check for errors or omissions.

Applications may be submitted prior to, or by the advertised closing date in the following ways:

- **Post to:**  
Private & Confidential  
Human Resources Department  
Burnett Respite Services Inc  
PO Box 7011  
BUNDABERG NORTH, 4670
- **Email:**  
As outlined in the advertisement and/or on the website

### **Receipt of your application**

Your application will be acknowledged via email, or in writing, usually within seven (7) working days of the advertised closing date. Applicants not contacted to attend an interview within fourteen (14) days from the advertised closing date should consider their application unsuccessful.

### **Late Applications**

Late applications may be accepted but will not necessarily be considered unless extenuating circumstances apply.

**PLEASE REFER TO THE “APPLICATION CHECKLIST” ON THE FINAL PAGE OF THIS DOCUMENT TO ENSURE YOU HAVE COMPLETED THE APPLICATION PROCESS**

## **The interview process**

### **Shortlisting applicants for interviews**

The selection panel (consisting of up to 3 people) will assess all applications against the selection criteria to determine who will progress to the next phase i.e. interview.

If shortlisted, you will be contacted and invited to attend an interview. You may be asked to provide supporting documentation (e.g. school results, university qualifications, TAFE certificates, licences, birth certificate etc).



Tip!  
Research the organisation before your interview – this will help you structure your answers to be relevant.

### **Interview**

The selection process may use a number of methods to assess your ability to do the job, including a face to face interview, work samples or tests.

When answering interview questions remember:

- Think before you answer, take your time
- If the question is unclear, ask for it to be repeated or explained
- Try to give examples from your experience with each answer
- Give complete answers – do not overlook details that you have included in your application or assume the panel will remember your application.

At the end of the interview, ask any questions you have about the job. You may wish to restate your strengths, adding anything that has been left out.

### **Referee checking**

Once the selection panel has identified a preferred applicant, they will contact the referees listed on your application. The referees will be asked to provide an overview of your previous / current work performance and verify information provided in your application and interview.

### **Post interview**

Following the interview process, Carinbundi will undertake relevant checks on the preferred candidate prior to any offer of employment being made.

### **Pre-employment health assessment**

A pre-employment health assessment (at Carinbundi's expense) may form part of the selection process.

Upon receipt of satisfactory health assessment a letter of offer will be issued, which must be signed and returned prior to commencement of duties.

### **Unsuccessful applicants**

All unsuccessful interviewees will be notified within two (2) weeks by phone or email.

## **Your employment with Carinbundi**

### **Workplace**

Carinbundi's main administration building is located at 52A Hinkler Avenue, North Bundaberg. Carinbundi also has various supported accommodation houses and a day respite centre throughout Bundaberg.

### **Awards**

- Social, Community, Home Care and Disability Services Industry Award 2010

### **Probation**

All appointments are subject to a probationary period. Reviews are conducted regularly. Upon successful completion, appointment will be confirmed. All CEO

### **Hours of Duty**

- Administration staff  
Hours are generally 8.30am – 5.06pm with a 1 hour lunch break. 38 hours per week for full time employees.
- Support staff  
Hours vary in accordance with the location they will be working from. There may be a requirement to undertake afternoon and night shifts with sleep overs also being a requirement.
- Contract staff  
Hours are generally 8.30am – 5.06pm. A minimum of 38 hours per week is worked. No overtime is payable.

### **Pay Days**

Employees are paid on a fortnightly basis by direct credit into a Bank, Building Society or Credit Union of their choice. Pay is deposited into accounts on the Wednesday following the end of the pay period.

### **Leave Provisions**

All leave provisions are in-line with the National Employment Standards (NES).

### **Superannuation**

Carinbundi contributes 9% of your wage/salary at no cost to yourself. Salary sacrifice provisions are also available.

### **Dress Standards**

Employees are required to dress appropriately for their duties to be undertaken. Safety and protective equipment/clothing is provided in accordance with duties performed.

### **Smoking**

Carinbundi has a no smoking policy, which in part prohibits smoking in all buildings, vehicles and Carinbundi property.

### **Driver's Licence**

Where the duties and functions of a position require the incumbent to hold a current driver's licence, you should be aware that if your licence is revoked, suspended or cancelled, it could mean your employment with Carinbundi is reassessed.



## Application Checklist



Tip!

Complete the checklist below to make sure your application is complete.

- Have you read the position description carefully?
- Have you addressed the selection criteria?
- Have you submitted a cover letter?
- Have you submitted a resume?
- Have you submitted **copies** of your certificates / qualifications and licences etc. quoted in your application?

**Your expression of interest in seeking employment with Carinbundi is appreciated.**

**Good luck with your application.**