

JOB APPLICATION FORM

RETURN THE COMPLETED APPLICATION FORM TO:

_____ (insert job title)

Gateways Support Services Inc.
10-12 Albert Street, Geelong West 3218

You will be notified of the result of your application after the completion of the selection process.

POSITION APPLIED FOR

Title:

Why are you interested in this position?

A position description should have accompanied the Job Application Form. Have you read and understood the position description for this position? (✓) YES NO

PERSONAL DETAILS

Full Name:

Postal Address:

Phone No(s): **Mobile**

Home

Email

If you are not an Australian citizen or permanent resident, do you hold a current work permit?

(✓) YES

NO

Please attach a copy of your work permit to this form.

CURRENT AND PREVIOUS EMPLOYMENT

Current employer:

Name & Address

Position:

Length of Service From:

To:

Status: (✓)

Full Time

Part Time

Permanent

Temporary

Reason for leaving:

Previous employer:

Name & Address

Position:

Length of Service From:

To:

Status: (✓)

Full Time

Part Time

Permanent

Temporary

Reason for leaving:

EDUCATIONAL QUALIFICATIONS

Qualification awarded:

Institution:

Years of study (eg 90-94):

Other completed courses or subjects:

(✓) Please attach certificate of qualifications awarded

Details of present studies:

If you are applying for the position of **residential or respite care worker**, you must have a current Level 2 First Aid Certificate. Please attach a copy of the certificate to this application.

Copy of certificate attached: (✓) YES NO If no, why not

PROFESSIONAL ASSOCIATIONS

Professional associations you are a member of:

MEDICAL HISTORY

NOTE : Gateways may arrange for you to have a medical to advise us on your capacity to fulfil the position description.

We request that you disclosed any pre-existing injuries or diseases of which you are aware and you could reasonably expect to affect the nature of the position you are applying for. **You must read the position description before answering this question.** In the event of any recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing condition which you have failed to make a disclosure or have made a false or misleading disclosure, you will not be entitled to any compensation under the Accident Compensation Act.

In this position you may be required to:

- Walk distances and / or move quickly
- Push wheelchairs
- Lift or move objects
- Lift or support clients in transfers
- Handle small objects
- Support and supervise clients

Have you any medical history, pre-existing illnesses, diseases, physical or psychological conditions which could be aggravated by the type of work you are applying for? (✓) YES NO

If yes, please explain

If you are applying for the position of **residential or respite care worker** you will be required to supervise and support clients during the day and night. Do you have a condition, requiring medication, which may impair your capacity to do this? (✓) YES NO

If yes, please explain

DRIVING RECORD

Where the position includes driving motor vehicles or vans you must attach a copy of your Driver's Licence.

Copy attached (✓) YES NO If no, why not

Licence No: Date of Expiry:

State of Origin: Licence Type: No of years held:

Have you ever been convicted of a driving offence? (✓) YES NO

If yes, please state the details:

Please provide details of any motor vehicle accidents in which you were involved as a driver during the last two years:

REFEREES

Please provide two (2) professional referees, one from a current employer, if possible, who will be contacted in relation to your experience and performance.

1 Name: Position:

Organisation: Business Hours Phone:

2 Name: Position:

Organisation: Business Hours Phone:

I, _____ (name) declare the Job Application Form to contain true and correct information and consent to any reference checks which may be necessary to support this application.

I agree to undertake a pre-employment safety screening (including a police check) which is a mandatory requirement of the Department of Human Services Pre-Employment / Pre-Placement Safety Screening Policy.

If my application is successful, I agree to be bound to Gateway's Conditions of Employment on the next page. Should it be proven that any answers given by me as part of this application are incorrect or I have breached the Conditions of Employment I will accept Gateways right to immediately terminate my employment.

Signature of Applicant: **Date:**

Signature of Witness: **Date:**

DECLARATION OF PRIVACY

Gateways Support Services Inc. acknowledges and respects the privacy of individuals. This information is being collected for the purposes of potential employment. The provision of this information is voluntary, but if this information is not provided, Gateways may not be able to assess your application for employment adequately. In signing this document, you are providing your consent for Gateways to contact your nominated referees. The information collected will be held by Gateways and Gateways will take reasonable steps to protect any personal information it holds from misuse, modification, loss or unauthorised access until it is no longer required. At such time that the information is no longer required. Gateways will take reasonable steps to destroy or permanently de-identify the information.

CONDITIONS OF EMPLOYMENT

All Gateways employee are bound by the following conditions:

- ❑ Gateways Probationary Period Policy states that casual employees and part time employees with less than 15 hour of work per week must complete a six months probationary period and permanent employees with more than 15 hours of work per week, must complete a three month probationary period. During this period both parties will determine suitability to the position.
- ❑ Employees must undertake training courses as required by Gateways. The cost of these courses will be met by Gateways.
- ❑ It is a prerequisite that residential and respite care employees must have a current Level 2 First Aid certificate prior to employment commencing.
- ❑ Our workplaces are smoke free therefore smoking is not permitted while in the employment of Gateways.
- ❑ Employees are to notify the Corporate Services Manager when taking prescription drugs which may impair their judgement in carrying out allocated duties.
- ❑ Employees cannot consume any intoxicating substance while on duty and employees must not attend for duty affected by the consumption of any substance.
- ❑ Any employee who has driving responsibilities must hold a current Victorian drivers licence. If the employee has an interstate licence at the time of employment they must produce a Victorian licence to the Corporate Services Manager within three months of commencing employment.
- ❑ Employees are to notify Gateways immediately if their driver's licence is suspended or cancelled. This may lead to termination of employment at the employer's discretion.
- ❑ An employee whose position involves driving must agree to undertake any driving assessment as required and must perform satisfactorily to maintain their employment.
- ❑ Whilst engaged in the employment of Gateways and operating a vehicle, employees must wear seatbelts. When transporting clients, employees must ensure clients are appropriately harnessed. Failure to comply with this condition of employment could result in termination.
- ❑ No employee is to use their employment with Gateways to make any personal gain at the expense or potential loss of Gateways and/or its clients.
- ❑ Employees who sustain an injury or illness directly out of the course of their employment are to promptly advise their supervisor and ensure the report is entered into Gateways "Register of Injuries" or complete "Incident Notification" form found at each workplace. The completed form must be faxed to the Geelong West office on 5223 1789. Failure to notify your employer within 30 days of becoming aware of the injury or illness, which might entitle you to compensation under WorkCover, may jeopardise your entitlement to compensation.