



## INFORMATION GUIDE FOR APPLICANTS

Thank you for your interest in a position with Anglicare Central Queensland (“AnglicareCQ”). AnglicareCQ is committed to recruiting employees who are suitably qualified and experienced and who have the qualities and values to undertake their role. AnglicareCQ recruits, selects and appoints staff in a fair, confidential and transparent manner ensuring compliance with relevant legislation and the organisation’s obligations under funding agreements.

### Introduction

This Information Guide has been prepared to assist you in the preparation of your application for employment and should be read in conjunction with the Position Description and the Key Selection Criteria contained within the position description.

### Privacy

We understand and respect your right to privacy and have safeguards in place in line with the requirements of the *Privacy Act 1988*. The information provided in your application will only be used for the purpose of recruitment and selection related processes.

### Cultural Diversity and Equal Employment Opportunity

We recognise and celebrate that the Australian community is comprised of people who bring to it a wide range of cultural traditions, languages, religious beliefs and values and are committed to ensuring that our organisational values, policies, procedures and practices are inclusive and reflect this respect for and appreciation of all diversity. We are an equal employment opportunity employer.

### Before you Apply

#### Eligibility to work within Australia

To be eligible for employment with us, applicants must be eligible to work within Australia. Non-Australian residents will be required to provide visa documentation outlining current eligibility to work within Australia.

#### Qualifications

Any claims made in relation to academic or professional qualifications must be able to be verified with the relevant institution and certificates or transcripts must be provided.

#### Pre-employment Checks

If you are the successful applicant we will conduct a number of pre-employment checks relative to the position. Any offer of employment will be conditional upon the results of these checks being acceptable.

#### Working with Children Blue Card / Yellow Card / Suitability Checks

As part of our employment screening process, preferred applicants will be subjected to an ‘employment suitability check’ with the Commission for Children and Young People and Child Guardian. Further details regarding this check may be obtained by accessing the Commission’s web site at the following internet address: <http://www.bluecard.qld.gov.au/>

Confirmation of employment for particular roles may be conditional upon the preferred applicant being issued with a Working with Children Blue Card from the Commission for Children and Young People and Child Guardian. Alternatively some roles require Yellow Card (Working with Disabilities) or other

suitability checks. All offers of employment are conditional on suitability checks being successfully secured, and all expenses incurred with securing the Blue Card / Yellow Card / Other Suitability checks are at your cost.

*PLEASE NOTE:* Failure to complete one of the eligibility requirements or produce relevant documents could result in the withdrawal of your offer of employment.

### **Working with Children Declaration**

It is an offence for a disqualified person to apply for a Working with Children Blue Card. Under these laws we are legally obliged to warn all person/s that it is an offence for a disqualified person to sign a blue card application form.

### **Lodging your Application**

Please lodge your application utilising the online Employment Application Form; alternatively you may submit your application by post, or to the nominated AnglicareCQ office.

### **Closing Date**

The closing time and date are included on the website and advertisement. Please ensure that your application is completed and submitted before the closing time.

### **Application Process**

Advertised vacancies often attract a number of high quality applicants so before preparing your application it is a good idea to obtain as much information about the position as possible. You will benefit from time spent on some basic research and planning before submitting an application. We recommend that you carefully read the Key Selection Criteria included in the Position Description and other documentation provided.

Your application should contain the following:

- A cover letter.
- Your resume or curriculum vitae.
- The names and contact details of at least two referees, one being your current supervisor. Your referee should be able to provide comments on your work performance against each selection criteria.
- A statement of claims in relation to the **each** Key Selection Criteria, if required.

### **About Key Selection Criteria**

Not every application will require your responses to Key Selection Criteria. Check the position advertisement for what is required.

The selection criteria will outline the skills, abilities, knowledge, qualifications and experience that the panel are looking for. It is imperative that you address each and every one of the selection criteria, where required. Panel members use the selection criteria as a basic way of comparing and scoring applications, and deciding on who progresses further to the interview stage.

So how do you address the selection criteria? Begin by making a short statement about why you meet the criteria. Follow this with examples, experience, outcomes achieved and any other supporting information.

Verbal referee reports may also be sought after the interview to assist in the decision making process, and any supporting documentation (e.g. Copy of qualification, certificates etc.)

### **Policy**

It is our policy to select and recruit the most suitable applicant based on merit relative to agreed position requirements and organisational requirements.

### **Selection Process**

The selection (short listing) of applicants to be interviewed will be based on an assessment of information provided in your cover letter, resume and your ability to meet the key selection criteria. Once shortlisted applicants have been interviewed referee checks will be conducted with at least two of the referees provided (with your prior consent).

Once a decision has been made to appoint a suitable person/s, and an offer has been accepted, all unsuccessful applicants will be notified in writing of the outcome of the selection process.

### **Feedback and Queries**

The Recruitment Manager is able to provide feedback to applicants if requested. Any queries or concerns in relation to the validity of the recruitment and selection process can be directed to the CEO either in writing or verbally.