



APPLICATION FOR EMPLOYMENT

"Confidential"

This form gathers information relevant to your application for employment. Applicants may also be requested to provide additional information and to attend a medical examination as part of the pre-employment process.

The pre-employment medical background is part of our recruitment and selection procedures and will be considered in conjunction with this written application, job interview, and previous employment and referee checks. You may be requested to attend further interviews before an employment offer is made.

It is our policy to employ the person most suited to the position and to provide equal opportunity in employment, promotion and training and not to discriminate against any person because of race, colour, national origin, disability, gender or marital status.

Please complete this application in full and attach a copy of any resume or additional information you believe may be relevant to your application.

Please return the completed application marked to:

The Executive Officer

Coastal Residential Service Inc

P.O Box 656

Burnie TASMANIA 7320

APPLYING FOR A POSITION

Coastal Residential Service Inc is a non-government organisation providing supported accommodation, retirement options, supported employment, community based activities, for individuals with an intellectual disability and/or a dual diagnosis or other disabilities.

THE SELECTION PROCESS:

All appointments to positions within Coastal Residential Service Inc are based on merit principle, i.e. consideration being given to knowledge, skill, qualification, experience and potential for future development.

Merit is determined through the selection process, which comprises your written application, your interview performance and your referee reports, and each part of the process is of equal importance.

The Selection Panel if required will only consider written applications that have addressed the Selection Criteria, requiring you to demonstrate your ability to fulfil each criterion.

At the interview the panel may ask a number of questions based on the Position Description. This is your opportunity to expand on your written application and outline your suitability for the position.

After the interview, your referees will be contacted.

PREPARING YOUR APPLICATION:

Applicants should include the following:

(1) A completed Application Form

(2) Resume (Curriculum Vitae)

This should outline your employment history, details of positions held, educational qualifications and training courses undertaken. Of particular relevance is that information appropriate to the position for which you are applying.

(3) Addressing the Selection Criteria (Knowledge & Skills and Qualifications)

This is the most important part of the application. This is your way of demonstrating that you have the requisite skills necessary for the position and that an interview is warranted. It is suggested that you list each Selection Criteria as a separate heading and provide specific examples demonstrating your ability to meet the particular criterion. If there is a criterion that you do not meet, describe how you intend attaining the necessary knowledge or skill.

(4) Referees

Details of at least two referees are required. One referee will need to be a current or very recent supervisor who is well qualified to comment on your work practice and capacity to fulfil the requirements of the position. It is important to ask your referees first if they are happy to discuss your application over the phone. It is advisable to give your referees a copy of your application.

THE INTERVIEW:

If you are successful in attaining an interview you will be advised of the date, time and place. It is vital that you are punctual and properly prepared for your interview. Find out as much as you can about the organisation and the requirements of the position beforehand.

The interview will have a set format asking questions designed to gain more information about you in

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ABN 79 005 891 072

relation to the selection criteria. Be positive, and expand on your skills and experience relevant to the position. It is acceptable to ask the panel to clarify or re-phrase questions that you do not understand. You will also have an opportunity during the interview to ask questions about the position and the organisation.

SELECTION:

If you are successful following the interview and referee report stage, you will be offered a position subject to a satisfactory Police Check.

Upon commencement all staff are subject to a probationary period.

Good luck in your application!