



Employment Information Package

Thank you for applying for a position with Creating Links.

In this information package you will find the following documents to assist you in your application for employment.

- General Information
- Application Form for Employment
- Creating Links Guide for recruitment
- Position Description (Separate Document)

Included in each position advertised there is contact information for the particular position you are applying for.

For any additional information please see our website www.creatinglinks.org.au or please contact via email at info@creatinglinks.org.au

OR

Creating Links
7/372 Chapel Rd
Bankstown NSW 2200

Creating Links

Mission statement

The mission of Creating Links is to develop resilient, productive and inclusive communities and families. We are an evolving, forward thinking organisation that values:

- our socially and culturally diverse community
- our ability to create opportunities to provide services and programs
- our collaboration and partnerships with various networks
- our role in providing services in partnership with government.

Vision

Communities for the future

Creating Links aspires to being a leading community service provider, strengthening and building community capacity.

Creating Links Co-op Ltd provides innovative and diverse services linking the community and families by providing services encompassing case work, groupwork, advocacy and information/referral for families, youth, children and individuals living in the Bankstown Local Government area and surrounding area's of South West Sydney.

The organisation runs both major and one off projects. This includes Family Services, Family First Project, Neighbourhood Centre Activities, Peer Supported Leisure Program, Financial Counselling, Children's Respite Care, Outside School Hours Care. We receive funding from various sources.

Our Employees

Creating Links values the contribution of all employees and volunteers working with the organisation.

- Creating Links is committed to maintaining a safe and positive working environment for all employees, volunteers, clients and visitors to our premises,
- Creating Links is committed to the provision of high quality service provision, and believes that ongoing education, training and development of staff are essential to achieving this outcome. The organisation supports and encourages staff to further develop and expand their skills via the provision of training and development opportunities. We provide opportunity for supervision, training, conferences and further education.
- Creating Links Cooperative Ltd. is committed to providing flexible and supportive work arrangements to enable staff to balance family and work commitments that encourage a diverse, skilled and motivated workforce.
- Creating Links employees have access to annual leave, sick leave, family leave, compassionate leave, long service leave and parental leave entitlements. All employees have access to Salary packaging.

Guide for Job Applicants

Complete the employment application form.

You will need to submit a statement detailing how you meet each selection criteria detailed in the position description. Please note that all applications must address the essential criteria, otherwise their application will not be assessed.

Provide an up to date resume containing

- details of relevant work, including volunteer work that you may have undertaken, particularly in the last 10 years.
- where you have worked and the period for which you were employed.
- the position you held and your responsibilities in that role.
- education and training relevant to the position for which you are applying

If qualifications are a requirement of the position please provide a copy only in your application. All applicants at interview will for verification purposes show originals of these documents.

Recruitment

Creating Links offers positions to people on the basis of merit and endorses the principles of Equal Employment Opportunity and Affirmative Action.

Following closing dates of position advertised your application will be assessed against the selection criteria and the most suitable applicants will be short listed for interview. If you are selected for interview you will be contacted by either phone or email, where possible we try to give three days notice. Our selection panels usually comprise of three people. Each applicant interviewed for the position will be asked the same core questions relating to the selection criteria and the position description.

The applicant assessed as the most likely to be successful in the role will be offered employment.

Employment Screening.

As an employer we are required to abide by the following legislation:

- *Child Protection (Prohibited Employment) Act 1998*
- *Commission for Children and Young People (Employment Screening) Act 1998*
- *National Criminal History Record Check*

Any offer of employment will be subject to the successful outcome of these checks.

Offer of Employment

All offers of employment are confirmed in writing

Creating Links recognises the importance of providing new staff members with information and support when they commence working in the program. The organisation ensures all new staff receives a planned and supported induction to their new place of work.

All new employees will undergo a minimum of three month qualifying period of employment.

Submitting Your application

All applications need to be submitted according to the directions on the advertisement.

You must complete all fields and all spaces as required

Title of position applied for:
Department/Facility:

Section 1 PERSONAL DETAILS	Dr / Mr / Mrs / Miss / Ms (Please circle)
Surname:	Given names:
Other names: (if applicable)	Date of birth:
Telephone: (home)	Town & country of birth:
(mobile)	Telephone: (work)
Residential address: _____ _____ Postcode: _____	
Email address:	

Section 2	
Are you an Australian Citizen or Permanent Resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, do you hold a current work permit	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously worked for or applied for a position at Creating Links?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details (dates and position)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3. EDUCATION	
1. SECONDARY (High School)	
Highest Qualification:	Year Taken
School:	

Languages: Please list below languages spoken or written fluently (other than English).

Would you like to be assessed on your "non-English" languages ability and use these language skills if required for communicating with non-English speaking people.

Yes No

Section 5 HEALTH AND EMPLOYMENT

Applicants are asked to complete all of the Health and Employment Declaration. The information is necessary in order to assess each applicant's suitability for employment. This information is confidential.

Have you made a Workers Compensation claim in the last five years? Yes No

Do you have an active workers' compensation claim lodged? Yes No

Do you have a disability arising from a workers' compensation claim? Yes No

Are you aware of any circumstances regarding your health which may interfere with the satisfactory discharge of the duties of the position for which you are now applying? Yes No

If yes to any of the above questions, please give details:

Do you agree to the following

▪ To undergo a medical examination? Yes No

Section 6 EMPLOYMENT CHECKS

Have you ever been convicted of a criminal offence? Yes No

Have you ever been convicted of a sexual offence? Yes No

Have you any conviction of a violent offence in the last 10 years? Yes No

If yes to any of the above questions, please give details:

Do you agree to the following

▪ Undergo an Australian Federal Police Check Yes No

▪ Complete a Prohibited Employment Declaration (Working with children check) Yes No

Section 7 NOMINATED REFEREES

Please provide names and addresses of three people who may be contacted to provide information regarding your work performance.

Name:

Name:

Name:

Position:

Position:

Position:

Relationship:

Relationship:

Relationship:

Employer:

Employer:

Employer:

Phone:

Phone:

Phone:

Applicant's Statement: I understand and agree:

1. That the terms and conditions of my employment will be in accordance with the appropriate Industrial Award or Agreement & By-Laws of Creating Links.
2. That any statement on this form which is found to deliberately misleading will make me, if employed, liable to dismissal.
3. To undergo a medical examination.
4. I understand that Creating Links will conduct a criminal record check upon my appointment and on a 3-yearly basis.

Signature:

Date: