



Application for Employment

PRIVATE & CONFIDENTIAL

POSITION APPLIED FOR:

Administration Business Services Community Options & Living Out of Home Care

HOW DID YOU HEAR ABOUT THE POSITION?:

Newspaper Website Job Search Site Other: _____

PERSONAL DETAILS:

First Name: _____ Middle Name: _____ Surname: _____

Street Address: _____

Postal Address: Same as above **OR** _____

Home number: _____ Mobile: _____

Email Address: _____

Please select your employment eligibility status in Australia:

Citizen Temporary Resident with work visa Permanent Resident None

ASTERIA will require the applicant to supply evidence of the right to work in Australia should an interview take place. The acceptable forms of evidence are:

o **Australian Citizens:**

- Australian passport;
- Australian birth certificate and photo identification;
- Australian Citizenship Certificate and photo identification;
- Certificate of Evidence of Citizenship and photo identification.

o **Visa Holders:**

- Passport

PRE EMPLOYMENT SAFETY SCREENING CHECKS:

Do you have an NDIS Worker Screening Check? No Yes (Please provide details)

Do you have a current Working with Children Check? No Yes (Please provide a copy)

Do you consent to having your details checked against the DFFH Victorian Carer Register? No Yes

Additional information required for Carer check:

Date of birth: ____/____/____

Previous names: - Maiden _____

- Alias _____

Indigenous Status: Torres Strait Islander Aboriginal Both TSI & Aboriginal Neither



QUALIFICATIONS:

What, if any, field-related training qualifications are currently held?:

(Please provide copies of certificates)

- First Aid Certificate Level II
- Certificate III in Disability
- Certificate III in Aged Care
- Certificate IV in Child, Youth and Family Intervention
- Certificate IV in Disability
- Advanced Diploma in Disability
- Workplace Training & Assessor
- Certificate IV Youth & Family Services
- Other: _____

Please note that the minimum requirements for a Support Worker position at ASTERIA are:

(Please provide copies with this application)

- Evidence of Qualification (depending on role);
 - o Certificate III Individual Support – Disability Support Worker
 - o Certificate IV Youth & Family Services – Residential Care Worker Out of Home Care
- Current Working with Children Check
- Completion of NDIS Code of Conduct Module
- Current Drivers Licence
- COVID-19 Vaccination Certificate; Including 2 doses plus booster
Available via your MyGov account.

Please note that any applications submitted without the above completed position requirements unfortunately cannot be given any further consideration.

If you are shortlisted, following your interview, you will be required to provide the following, prior to an offer of employment;

- NDIS Worker Screening Check
- National Police Check (Out of Home Care Only) – online application submitted by ASTERIA through Fit2Work Portal
- Centre for Excellence in Child and Family Welfare - Online Learning



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WHAT IS YOUR AVAILABILITY FOR SHIFTS/PLACEMENT?:

Please tick the boxes on the relevant days and times that you are available. Please also indicate if you are available for sleep overs or active night on any days.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
Sleep Over							
10:30pm- 6:30am	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Active Nights	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



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DECLARATION: (Please tick each part of the declaration once understood and agreed)

- I certify that the particulars contained in this application are correct.
- I give ASTERIA the right to verify information contained in this application with my former employers.
- I understand that any misleading information may jeopardise my employment.
- If employed by ASTERIA, I agree to:
 - Work in accordance with the Award under which I am employed, if applicable.
 - Abide by the rules and regulations of ASTERIA.

Signature of applicant: _____ Date: ____/____/____

Comments: _____

Please attach a copy of your resume, outlining your previous employment history, including copies of your qualifications and **three (3) professional referees.**

OFFICE USE ONLY:

HR TO COMPLETE:

Application given to manager to review:

- Yes

Date: ____/____/____

Comments: _____

MANAGER TO COMPLETE:

- Applicant successful for interview
- Applicant unsuccessful for interview

Manager's signature: _____ Date: ____/____/____



INFORMATION ONLY

NDIS Worker Screening Check

On the 1 February 2021, the NDIS Worker Screening Check (Worker Screening Check) replaced the different arrangements operating in each state or territory, setting a minimum national standard that all workers engaged in risk assessed roles must meet. Some states and territories may still have additional requirements in some circumstances, e.g. people working with children may need to undertake additional screening.

The Worker Screening Check is an assessment of whether a person who works, or seeks to work, with people with disability poses a risk to them. It will determine whether a person is cleared or excluded from working in certain roles with people with disability.

The Worker Screening Check will be conducted by the Worker Screening Unit (WSU) in the state or territory where a person applies. The WSU also decides whether a person is cleared or excluded.

Registered NDIS providers are required to engage only workers who have been cleared in any role that is a 'risk assessed role'.

For additional information: <https://www.vic.gov.au/ndis-worker-screening-check>

Working with Children Check

The Working with Children Check is a screening process for assessing or re-assessing people who work with or care for children in Victoria.

The Working with Children Check (Check) assists in protecting children from sexual and physical harm by ensuring that people who work with, or care for, them are subject to a screening process.

The Working with Children (WWC) Check looks at a few different elements to determine if you're permitted to do child-related work in Victoria.

For further information: <https://www.vic.gov.au/check-explained>

Victorian Carer Register

Part 3.4 of the Children Youth and Families Act 2005 (the Act) establishes the regulatory framework for the registration, reporting, investigation and disqualification of out-of-home carers.

The Victorian Carer Register is a web-based application established to enable the Secretary of the Department of Families, Fairness and Housing (department) to keep a register of out-of-home carers as required under section 80 of the Act. The Secretary of the department has delegated their powers in relation to section 80 of the act to the Human Services Regulator. The Human Services Regulator oversees the administration of the Victorian Carer Register as part of its role in regulating human services to minimise harm and to protect the safety and rights of children, young people and adults.

Registered out-of-home care service providers (such as ASTERIA Services) must:

- Complete a Disqualified Carer Check before employing or engaging an out-of-home carer, or approving a foster carer
- Ensure the carer is registered in the Victorian Carer Register within 14 days of their appointment.

For additional information: <https://providers.dffh.vic.gov.au/carers-register>

National Police Check

Also commonly known as a police or criminal history check, a national police check compares an individual's details against records held with each Australian State and Territory Police jurisdiction to determine whether the person may have any police history information which may be disclosable.