

**THE ASSOCIATION FOR THE BLIND OF WA (INC)  
APPLICATION FOR VACANCY**

1. All applications must be accompanied by a resume (CV) and statement addressing the Selection Criteria.
2. Applications must be submitted by 4.00pm on the closing date stated in the advertisement
3. Late applications will not be accepted without the prior approval of the Departmental Program Manager or nominee.
4. In the event of a successful application Police Certificates will be requested.

<b>Position Title</b>			
<b>Personal Details</b>	Surname:	Given Names	Title: Mr / Miss / Mrs / Ms
	Address:		Telephone:
			Private:
	Suburb:	Postcode:	Mobile: Business:
<b>Email Address</b>			
<b>Residency Status</b>	Are you legally permitted to work in Australia      YES      NO		
<b>Qualifications</b>	Year qualified	Name of school/college	Qualification attained
<b>Additional Information</b>	Please include any additional information relevant to the position eg: membership of any professional bodies, language, first aid certificates		
<b>Drivers Licence</b>	Class: Manual Automatic	State of Issue	Expiry Date
<b>Convictions</b>	Do you have any criminal or traffic convictions for any offences from any court, or are you currently the subject of any charge pending before any court. If "Yes" please give details      Yes      No		
<b>Convictions cont.</b>	A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before a final decision is made.		

<p>Health</p>	<p>Please provide details of any previous or current medical condition or restriction, physical or otherwise, which may affect your ability to perform the essential requirements of the job.</p> <p>This must include any medical condition or restriction arising from a previous Worker's Compensation Claim. Failure to provide such information may jeopardise your rights to worker's compensation if a pre-existing disability is aggravated at work (<i>Section 79 of the Workers Compensation and Rehabilitation Act 1981</i>).</p> <hr/> <hr/> <hr/> <p>Disclosure of a medical condition or restriction does not necessarily exclude an applicant from employment.</p>
<p>Declaration</p>	<p>I understand that any misrepresentation of facts in this application could be cause for termination if employed.</p> <p>I consent to any reference checks which may be necessary to support this application.</p> <p>I hereby declare that the information contained in this application is to the best of my knowledge true and correct.</p> <hr/> <p>Signature _____ Date _____</p>
<p>Checklist for applicants:</p> <ul style="list-style-type: none"> <li>• Application for employment form completed</li> <li>• Covering letter attached</li> <li>• Application addresses the selection criteria</li> <li>• Current CV is attached</li> <li>• Copy of current working visa attached (if required)</li> <li>• Copies of relevant Police Checks ( further information listed on next page)</li> </ul> <p>Referees:</p> <p>Please provide the names, addresses and phone numbers of two work-related referees from whom confidential reports may be obtained (please obtain their consent).</p> <p>1. _____  _____</p> <p>2. _____  _____</p> <p>Privacy:</p> <p>Your application contains personal information, which will be dealt with in accordance with our Privacy Policy. If you are successful in your application your form will become an employment record. If you are unsuccessful your application will be destroyed.</p>	

## **INFORMATION ON REQUIRED CERTIFICATES.**

Successful applicants will be required to obtain a National Police Clearance Certificate at their own expense. If you already have a certificate not more than six months old this will suffice.

A National Police Certificate lists your disclosable criminal history, recorded in any Australian police jurisdiction.

This can be obtained by applying in person at your local Australia Post Outlet and providing suitable identification. The certificate will be posted to you in due course.

**Application fee of \$53.70 is current from 1 Feb 2011.**

## **WORKING WITH CHILDREN CHECKS**

All staff who are involved in child related work must have a current Working with Children's Assessment.

- New staff working with children without a current WWC assessment will be required to lodge an application for the WWC assessment prior to commencement.
- We are required to sight the receipt prior to commencement.
- Application forms can be obtained from the Human Resource Office at the Association or the Post Office. It is important to note that a staff member, preferably from the HR Department, must complete a section of the form prior to you submitting it.
- Applications are lodged at a post office once completed.
- A National Police Clearance is not a substitute for a WWC or visa versa, both are required.
- The cost is \$50 payable at the Post Office on lodgment.

## **OTHER RELEVANT INFORMATION**

One of the Association's important and high profile services focuses on Guide Dogs. As a consequence, there are dogs in our premises at Victoria Park and dogs can be involved at events in our regional locations.

These dogs are working Guide Dogs, trainee Guide Dogs and Guide Dog puppies. Our Guide Dogs are generally Labradors but sometimes other breeds are used.

We therefore make aware to any prospective employee/volunteer that it is likely you will be required to work in the proximity of our Guide Dogs and sometimes have direct contact with them.