

## Employee Application Form

The ILC WA is an Equal Opportunity Employer. Applicants are considered for employment and promotion without regard to race, age, sex, sexual orientation, gender history, marital status, family status and responsibility, political and religious conviction, impairment or pregnancy.

### Applicant Details:

|  |                           |  |
|--|---------------------------|--|
| Title:   | Surname:                  | Given Name/s:  |
| Preferred Name:  |                           |  |
| Home Address:  |                           |  |
| Suburb:  | State:                    | P/Code:  |
| Contact Details  |                           |  |
| Work:  | Home:                     |  |
| Mobile:  | Email:                    |  |
| Are you an Australian Citizen / Permanent Resident?  |                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If no, do you have a working visa?   |                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Visa Type:   | Visa Number:              |  |
| Issued Date:   | (dd/mm/yyyy) Expiry Date: | (dd/mm/yyyy)   |
| <i>(Note: to be eligible for employment, applicants must have the appropriate work visa or have permanent residency status. A copy of a current work visa is required)</i>                 |                           |  |
| Do you require any special arrangements at an interview?   |                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please provide details below:  |                           |  |
| Have you ever been in serious breach of any client protection and/or code of conduct?  |                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, please provide details below:  |                           |  |
| Do you have any convictions, finding of guilt and/or pending police charges against you relating to the abuse of, or inappropriate behavior towards a child, elderly or vulnerable person? |                           |  |
| If yes, please provide details below:  |                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>(Note: A criminal records check is a prerequisite of the position.)</i>   |                           |  |

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**REFEREE DETAILS:** (NOTE: THREE REFEREES ARE REQUIRED. AT LEAST TWO OF THESE REFEREES SHOULD HAVE BEEN YOUR IMMEDIATE SUPERVISOR IN YOUR PAST OR EXISTING ROLE)

|                       |                       |
|-----------------------|-----------------------|
| 1.Name of Referee:    |                       |
| Position Held:        | Contact No:           |
| Name of Organisation: | Length of Employment: |
| 2.Name of Referee:    |                       |
| Position Held:        | Contact No:           |
| Name of Organisation: | Length of Employment: |
| 3.Name of Referee:    |                       |
| Position Held:        | Contact No:           |
| Name of Organisation: | Length of Employment: |

### CERTIFICATION

|  |
|--|
| I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I understand that, if I am employed, I will be liable to dismissal if any of the statements in my application are found to be deliberately misleading. |
| Applicants Name ( <i>print</i> ):  |
| Signature:   |
| Date:  |

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### **Applying for a position at ILC WA**

Please note that failure to complete the application form, an updated resume, and a **certified or original copy** of your qualification attainment certificates will result in the rejection of your application.

### **Interview and selection process**

A selection panel interviews and selects successful applicants. The panel will include one member of the team who works in the relevant area. The selection of candidates for positions in ILC WA is determined by skills, knowledge, experience and the personal qualities that best match the job requirements, the ILC WA Vision, Mission, Values and our Strategic Direction. The selection panel will assess your ability to do the job through interview questions and referee checks.

### **Referee Check**

The selection panel will contact your referees if you are shortlisted by ILC WA following an interview. Your nominated referees must include your current direct line supervisor. The selection panel will ask your referees to comment on your work behavior and can be asked to verify or comment on claims made by you.

### **Criminal records check**

A criminal records check is required for all ILC WA staff. Any recorded details on your criminal records check do not necessarily disqualify you from selection. You will be given the opportunity to discuss the matter before any final decision is made.

### **Working with children check**

If applying for a position in child-related role a working with children check will need to be undertaken by you. This is a formal process of checks to determine your suitability to work with children. This check takes into account relevant criminal records.

### **Important Information**

To maximise your opportunity for employment in this role, the following is suggested:

A cover letter with a statement addressing your relevant skills and experience. Details concerning the required selection criteria (skills, experience and capacities) are contained in the Position Description. The position description and application form is available from the ILC WA website [www.ilc.com.au](http://www.ilc.com.au)