

## EMPLOYMENT APPLICATION FORM AND INFORMATION KIT

Dear Applicant

Thank you for your interest in applying for a position with Macarthur Diversity Services Initiative Ltd (MDSI).

The accompanying package, which contains our **Employment Application Form**, is designed to assist you prepare your application by providing you with information about MDSI and the procedures for applying for advertised positions. Please read this material before completing your application.

For your application to be considered it must be received no later than the advertised closing date at the address given in the advertisement.

Kind regards

Human Resources

*Macarthur Diversity Services Initiative Ltd  
Level 3, 171-179 Queen Street, Campbelltown NSW 2560  
Postal Address: PO Box 525, Campbelltown NSW 2560  
Telephone: 02 4627 1188*

# INFORMATION KIT

## **ABOUT MDSI:**

MDSI is a registered, not-for-profit charity that offers practical help and support services to the disadvantaged and marginalised. MDSI seeks to ensure that our organisation and our services are relevant and accessible. Based on an integrated service delivery system MDSI's programs are specifically tailored through five broad service areas: children, youth, family, aged and disability.

## **PURPOSE**

MDSI believes in a world where people matter, communities are connected and everyone is accepted.

## **VALUES**

**Being Involved** - We believe this is possible through education and participation of community members using our diverse cultural expertise.

**All About the People** - We ensure we have professional and multi-skilled staff, volunteers and board members who deliver the highest service quality in empowering and creative ways.

**Respect and Communication** - we do this with respect, trust, open communication, collaboration and courage.

**Loyalty to Values** - We say no to projects and partnerships that do not follow these values.

**Helping Members Thrive** - We hold ourselves accountable to these values so MDSI and our community members can thrive.

## **QUALITY POLICY**

MDSI is committed to a continuous improvement quality culture to achieve its strategic vision and mission of building the capacity and capability of individuals, families and communities through the provision of an integrated range of services and programs that meet or exceed customer expectations and requirements.

The objectives of the MDSI quality culture are:

- Staff, Management and Directors are engaged in renewing service and business practice using the quality improvement cycle - a disciplined process of assessment, planning, implementation and evaluation.
- Customer satisfaction is achieved by delivering customer-centred, efficient and effective services.
- The achievement of recognized accreditation standards.
- Compliance with legislative and funding requirements.

To achieve these objectives MDSI will maintain an infrastructure to support effective and efficient communication processes and knowledge management.

MDSI management will provide strong leadership and clear direction for the quality management system by reviewing the system at least annually in accordance with the Quality Management Review Policies and engage SAI Global to undertake its external auditing.

## APPLICATION CHECKLIST

Please use this checklist to ensure that you have completed all sections of your application, and that you have attached all of the required documents. Please submit this completed checklist with your application.

### (Tick the boxes)

#### Have you shown:

The name of the position/s you are applying for  
Your name and postal address  
A daytime contact number and contact address

#### Have you attached:

A completed, and signed, Application Form  
A statement explaining how you meet the selection criteria of the position and the common selection criteria  
An up to date resume  
Certified photocopies of your qualification/s  
Proof of your eligibility to work in Australia. See table below for acceptable documentation.

Status	Documentation
Proof of Australian citizenship	Australian Citizenship Certificate or Australian Passport
Proof of Permanent Residence (Foreign Nationals)	Foreign Passport with visa stamp or labels Indicating permanent residency  Certificate of Evidence of Resident Status
Proof of Temporary Residence (Foreign Nationals)	Foreign Passport with visa stamps or labels indicating person's right to work in Australia
New Zealanders have an unrestricted right to stay and work in Australia	New Zealand Passport

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

MDSI is an Equal Employment Opportunity (EEO) Employer. We are committed to the principles of EEO and to ensuring that our recruitment policy and selection processes are fair and non-discriminatory. EEO ensures that MDSI's human resource management activities are based on the merit principle as well as the recognition of the potential of all staff.

This means that the working environment will be free of harassment and discrimination and that there will be no discrimination in:

- The way a position is advertised.
- The interviewing process.
- Access to training and development.
- Recruitment on merit.

Responsibility for monitoring the EEO policy lies with MDSI's Board of Management in conjunction with the Chief Executive Officer.

The law recognises that certain positions are best fulfilled or can only be fulfilled by a person of a particular race or ethnic background, sex or age. The requirement for a person to be of a particular background, race, age, sex is referred to as a Genuine Occupational Qualification (GOQ). It is possible to claim GOQ for positions providing a service targeted to people of a particular background, race, age or sex. This position must involve direct contact with consumers and MDSI must be able to justify why such a person is required.

For example:-

- An Arabic Project Worker to improve access to the legal system for members of the Arabic speaking community (race is considered a GOQ).
- NESB community worker working with newly arrived migrants from NESB (race is not considered to be GOQ).

Such exemptions do not need to be applied for from the ADB to advertise where background, race, sex, or age is a GOQ, these are exempted under Section 14 (race), Section 31 (sex), or Section 49ZYJ (age), of the Anti-Discrimination Act.

All employees have a role in the implementation of Equal Employment Opportunity Principles. They are required to be familiar with the EEO requirements of their own position and are to ensure fair treatment of other colleagues. Diversity at all levels of the workforce increases the responsiveness of decision makers to the needs of the larger society, particularly those of racial or ethnic minority groups, women and people with a disability.

## GUIDE FOR APPLICANTS

We offer positions to people based on merit. The applicant considered to be the most capable of doing the position is selected. To decide this, we look at qualifications, experience, skills, standard of work and any personal qualities relevant to the advertised position. Choosing the best person for the position is part of our policy of equal employment opportunity.

The advertisement gives the name of a contact person, this person will be able to provide you information about the position if you need it. The advertisement also gives the **selection criteria** that you are to address. The interview panel cannot overlook any of the selection criteria, so if you do not address these your application is unlikely to be further considered.

### WRITING YOUR APPLICATION

- First you should fill in the **MDSI Position Application** including the **Prohibited Employment Declaration** and the **Employment Screening Consent**.
- Write a statement about how you meet the **Selection Criteria** for the position. You will find a guide on how to address the selection criteria on the next page.
- Include an up to date **Resume**. You should also tell us what type of work, including voluntary or unpaid work, you have done in the past, what organisations you have worked for, periods of employment, the kind of work you did, your skills and what your responsibilities were.
- If **Qualifications** are a requirement of the position, please submit photocopies of your academic transcript/qualification. These photocopies should be signed by a Justice of the Peace. If your qualifications are from overseas, you should include any English translations, or statements of Australian equivalence, or recognition, and any relevant academic transcripts.  
**Note:** By submitting this Position Application, you are giving MDSI permission to verify with your training provider that your stated academic qualifications are valid.
- Provide the names and phone numbers of **Two Referees** (at least one referee should be a recent supervisor/manager). Also tell us how you know each of your referees, for example, is the referee your current supervisor/manager or a co-worker, past manager etc.? Your referees should know about the type of position you are applying for, as they may be contacted by our interview panel to verify information that you may have provided about your work history.

### SENDING YOUR APPLICATION

You should make sure that you send your application with plenty of time, so that it reaches us by the advertised closing date. Late applications will not be accepted.

### ATTENDING AN INTERVIEW

If you are selected for an interview, you will be contacted to advise you when and where the interview will be held. You will usually be told at least 3 working days beforehand. You may be asked to bring a portfolio or samples of your previous work. You may also be asked to undergo a test to demonstrate any particular skills that may be required for the position.

## ADDRESSING THE SELECTION CRITERIA

To help us to assess your claim for the advertised position, please take some time to explain how your experience, skills, knowledge and personal qualities address the selection criteria for the position. Use examples and include formal qualifications and industry experiences.

The best way to set out your claim for the position is to list every **SELECTION CRITERIA** as a heading. Then, under each heading clearly explain how you meet that criteria. You can write a few paragraphs on each criteria, or write in point form. Please do not assume that we know you can do something, you need to tell us.

You also need to describe what you can do and how you do it. This could be in a past position or in your current position. The important thing is for you to try to gain an interview. The best way for this to occur is for you to demonstrate your skills and experience to us in your position application. You should address all of the selection criteria, otherwise your application may not be considered.

The following are examples of how you may address **SELECTION** criteria.

### **SELECTION CRITERIA (Example only)**

Excellent written and oral communication skills

It is not sufficient just to state *I have excellent communication skills*. Describe the experience you have, or the things you do in your current position which show your communication skills. For example, you may wish to demonstrate your skills by describing the kinds of letters, reports or documents you have written, or whether you have spent a lot of time dealing face to face, or on the phone, with the general public, clients or other government departments.

Current Driver's Licence

If a selection criteria states that you have to have a current driver's licence, tell us that you have a driver's licence, the type of licence it is, and, for how long you have held it.

***Remember you also need to address the common selection criteria as well.***

It is important you are able to show an understanding of the **common selection criteria** as you may be asked to demonstrate your understanding at the interview.

If it is a supervisory or managerial position you are applying for, you may be asked to demonstrate your capacity to implement Equal Employment Opportunities (EEO), Workplace Health and Safety (WHS), Industrial Relations, Code of Behaviour etc. For example, you could tell us how you implemented EEO principals when you were involved in recruiting employees, coordinating training, or supervising/managing teams.

You may have undertaken a workplace safety assessment, or written some WHS guidelines or policies. You may have trained other employees in WHS awareness, or have been a WHS committee member etc.

## EMPLOYMENT APPLICATION FORM

Equality of Employment Opportunity and appointment on merit is MDSI policy. Please read this application carefully and ensure that you complete all of the sections.

Position Details:		
Personal Details:		
Title	<input type="checkbox"/> Ms <input type="checkbox"/> Mr/s <input type="checkbox"/> Other	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/>	
Family Name		
First/other Name(s)		
Home Address		
Postal Address	Postcode	
Phone	Work	Home
Qualification (if it applies)	Mobile:	
Where qualification obtained		
Driver's License	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Current Employer (if applicable):		
Employer Name		
	Public Sector Employer    Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position Title		
Status	<input type="checkbox"/> Full Time    or <input type="checkbox"/> Part Time <input type="checkbox"/> Casual        or <input type="checkbox"/> Contract <input type="checkbox"/> Permanent    or <input type="checkbox"/> Temporary	

How did you find out about this position? (Please circle or highlight)

MDSI Website

Ethical Jobs

Sydney Morning Herald

NCOSS Website

Daily Telegraph Other Press/publication

MDSI Website

Internet Search or other source

Public Service Notice

Friend / Word of Mouth

Other: \_\_\_\_\_

Referees:

Give details of two persons who may be contacted for further information regarding your character and/or qualifications.

1. Referee's Name

Address

Telephone Number/s

Email Address

2. Referee's Name

Address

Telephone Number/s

Email Address

**Any statement on your application found to be deliberately misleading could make you, if employed, liable to dismissal.**

INFORMATION RELATING TO THE PRE-PLACEMENT HEALTH ASSESSMENT PROCESS

Macarthur Diversity Services Initiative has a Duty of Care to Clients, Employees, Volunteers and Visitors. The following questions relate to this Duty of Care.

**MEDICAL CONDITION**

Do you have, or have you had, any medical condition which may affect your capacity to carry out the requirements of the position being applied for, such as diabetes, injury or a psychiatric condition? ***(You have a duty of disclosure to answer this question correctly, and failure to do so could negate any application you make for workers compensation, and/or, could result in your termination for non- disclosure).***

YES  NO

If YES. Please give full details:


Do you have an illegal drug dependency or related problem?

YES  NO

If YES, please give full details


Do you have a prescription drug or alcohol dependency or related problem, which will or may affect your capacity to carry out the responsibilities of the position applied for?

YES  NO

If YES, please give full details


**CRIMINAL RECORD**

To comply with relevant Client Contract requirements it will be necessary for all employees to successfully obtain a clearance from an Australian Federal Police Criminal Records History Check prior to their commencing as an employee with MDSI.

Further, it is also a condition of employment that any person during their employment with MDSI who is charged with any criminal activity must advise MDSI of this situation within 48 hours of this situation and stand down from duties with MDSI until the situation is resolved through the respective legal system.

Have you ever been convicted of any criminal offence that is not "spent"?

Yes  No

If yes, please give full details


Are you subject to any criminal charges pending before a court or is there any appeal pending against a conviction that may have relevance to the position for which you have applied?

Yes  No

If yes, please give full details


MDSI may ask you to attend a Health Assessment, which may include a medical examination and/or a functional assessment. The aim of any health assessments, is to ensure that as far as possible, you are currently physically and psychologically capable of fulfilling the requirements of the position.

The inherent requirements of a position will typically include necessary tasks and functions; requisite abilities and attributes; the specific ability to work in the community service field; productivity and quality considerations; Workplace Health & Safety considerations; and client service requirements.

Information provided by you during any health assessment process that may be conducted will be treated as confidential. The health professional(s) will provide a comment on your physical and psychological capabilities, as they relate to the position tasks, in summary form.

During the course of the health assessment process it is very important that you answer all questions honestly and to the best of your ability and recollection. You should also volunteer any relevant information that you have even if it is not specifically requested of you if it affects your ability to do the work. You should be aware that misleading, incomplete or incorrect statements or information provided by you may threaten your appointment or continued employment.

It may be necessary during the course of any medical assessment for you to remove your clothing but it will not be necessary for you to remove your underwear. If you have glasses, contact lenses, prostheses, hearing or other aids you should ensure that you have them with you at the time of assessment.

Please read the following and sign in the space provided below:

- I certify that, to the best of my knowledge, the information given in the Position Application Form and all attachments is true and correct. I understand that, if I am successful in my application, providing false information on this form, and other documentation could negate any future application made for workers' compensation and/or could lead to disciplinary action up to, and including termination of employment.
- I agree to MDSI obtaining and using any necessary personal and sensitive information disclosed in my application and during the recruitment process, including information obtained from my nominated referees and any stated academic institutions to determine my suitability for the position.
- I understand that MDSI will only use the information collected during the recruitment and selection process for the purposes of that process, or a closely related secondary purpose, and that the information will not be used for any other purpose without my consent. I understand that MDSI will destroy this information if I am unsuccessful in this application.
- I am entitled to work in Australia and consent to MDSI verifying my right to work with the Department of Immigration and Citizenship if required.
- I agree to undergo any health assessment, if required. I further consent to MDSI using the information resulting from such an assessment to determine my suitability for the position.
- I understand that MDSI is subject to State and Federal laws regarding disclosure of criminal records, the right not to disclose spent convictions and laws on defamation. I understand that all information provided by me will be treated in confidence and will not be disclosed to anyone without the need to know the information.
- I consent to MDSI obtaining a National Police Criminal Records History Check and Working with Children Check where legislation requires, or where it is deemed necessary having regard to the position requirements or MDSI's duty of care to employees, volunteers and clients.

**Applicants Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_