

GUIDE FOR JOB APPLICANTS

We offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity.

The advertisement and/ or the Job description (JD) give you the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

COMPLETING YOUR APPLICATION

- Follow instructions in the Information Pack.
- Sign the Employee Declaration Form.
- Write a statement about how you meet the **Selection Criteria** (essential & desirable) for the position.
- Include an up to date **Resume**. This should include what type of work, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- Provide the names and phone numbers of **Two Referees** (at least one referee should be a recent or current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- Attach the **Job Application Checklist** to your application.
- Ensure you submit your application by the closing date.

ATTENDING AN INTERVIEW

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Generally, you will be notified at least three working days prior to the interview.

ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

EMPLOYMENT DECLARATION FORMS

1. If you are successful for an interview, you will be requested to complete the Employee Declaration Form.

2. If you offered the position and accept, you will be requested to complete and sign the Criminal History Record Check Consent Form.
3. You will also be asked to provide 100 points in Identification check.

ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed at ICLA. Each particular case will be determined on its merits and relevance to the position applied for and should any decision be contemplated that would disadvantage a person, they will have an opportunity to respond to ICLA before a decision is made. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.

POLICIES

The following policies (or summary information on the policies) is included for your information:

- Equal Employment Opportunity Policy
- Occupational Health & Safety Policy
- Code of Conduct

Equal Employment Opportunity Policy

1. POLICY

ICLA is committed to equal employment opportunity (EEO) and diversity in its workplace where the rights of individuals are upheld and everyone is treated with respect, fairness, equality and dignity and is committed to a workplace free from all forms of discrimination and harassment.

This policy assists ICLA staff to understand their rights and responsibilities in developing and maintaining working environments, which encourage and respect EEO/diversity.

2. WHAT IS EEO?

Equal Employment Opportunity (EEO) is about ensuring that all employees have equal access to the opportunities that are available at work by:

- Making sure that workplaces are free from all forms of unlawful discrimination and harassment
- Providing programs to assist members of EEO groups to overcome past or present disadvantage

EEO groups are people affected by past or continuing disadvantage or discrimination in employment. As a result they may be more likely to be unemployed or working in lower paid jobs. These groups are:

- women
- Aboriginal people and Torres Strait Islanders
- members of racial, ethnic, and ethno-religious minority groups
- people with a disability

Discrimination means treating someone unfairly because they belong to a particular group of people. The [NSW Anti-Discrimination Act 1977](#) passed by the NSW Parliament makes the types of discrimination listed below unlawful:

(Staff may access these policies by pressing Ctrl+Click to follow the link)

- [Sex discrimination](#)
- [Pregnancy discrimination](#)
- [Race discrimination](#)
- [Age discrimination](#)
- [Marital status discrimination](#)
- [Homosexual discrimination](#)
- [Disability discrimination](#)
- [Transgender \(transsexual\) discrimination](#)
- [Carer's responsibilities discrimination](#)
- [Discrimination because of who you are related to, or who you associate with](#)
- [Harassment](#)
- [Sexual harassment](#)

[Both 'direct' and 'indirect' discrimination are against the law](#)

- [Direct discrimination](#)
- [Indirect discrimination](#)

- ▶ **Victimisation is also against the law**
- ▶ **Racial vilification, homosexual vilification, HIV/AIDS and transgender vilification are also against the law**
- ▶ **What can I do if I'm discriminated against in one of the ways listed above?**
- ▶ **Making a complaint**
- ▶ **Is there a time limit on complaints?**
- ▶ **What happens after you make a complaint?**
- ▶ **Some examples of discrimination complaints**

3. WHAT TYPES OF DISCRIMINATION ARE AGAINST THE LAW IN NSW?

The following types of discrimination are against the law:

Sex discrimination

when you are treated unfairly or harassed because you are a woman or because you are a man

Pregnancy discrimination

when you are treated unfairly or harassed or not given the same opportunities because you are pregnant

Race discrimination

when you are treated unfairly or harassed because of your race, colour, ethnic background, ethno-religious background, descent or nationality

Age discrimination

when you are treated unfairly or harassed because of your age, for example, because people think you are too old, too young or middle aged. Forcing people to retire at the old retirement age is also against the law.

Marital status discrimination

when you are treated unfairly or harassed because of your particular marital status — for example, because you are single, or married, or living in a de facto relationship.

Homosexual discrimination

when you are treated unfairly or harassed because you are lesbian or gay or someone thinks you are lesbian or gay

Disability discrimination

when you are treated unfairly or harassed because you have a disability or someone thinks you have a disability. It is also against the law to treat you unfairly or harass you because you had a disability in the past, or because you will or may get one in the future. Disability includes physical, intellectual and psychiatric disabilities, learning and emotional disorders, and any organism capable of causing disease (for example, HIV).

Transgender (Trans sexuality) discrimination

when you are treated unfairly or harassed because you are transgender or others think you are transgender. You are counted as transgender if you live or seek to live as a member of the opposite gender (sex) to your birth gender.

Carers' responsibilities discrimination

when you are treated unfairly or harassed (in employment only) because you are responsible for caring for or supporting some adults or children, or others think you are

Discrimination because of who you are related to, or who you associate with

when you are treated unfairly or harassed because of the sex, pregnancy, race, age, marital status, homosexuality, disability, transgender status or carers' responsibilities of one of your relatives, friends or work colleagues

Harassment

when you are subjected to behaviour that you do not want, that offends, humiliates or intimidates you, and targets you because of your sex, pregnancy, race, age, marital status, homosexuality, disability, transgender status or carers' responsibilities

Sexual harassment

when you are subjected to sexually related behaviour that you do not want, and a reasonable person would have expected you to be offended, humiliated or intimidated

4. PROCEDURES

ICLA will ensure the policies, practices and procedures are established and regularly reviewed to ensure Equal Employment Opportunity principles are followed in:

- Management practices
- Job descriptions and workload allocation
- Staff selection and recruitment
- Working conditions, including flexible work practices
- Induction of new staff and board members
- Training and development
- Staff support, supervision and performance appraisal
- Dealing with harassment and discrimination complaints
- Counselling or disciplining staff
- Dismissing staff

5. RESPONSIBILITIES

ICLA will promote awareness in the organisation in regard to EEO and ensure all staff receive and understand the policy.

In addition, all staff and board members have a responsibility to ensure that they:

- Do not discriminate against or harass others in their day to day conduct
- Avoid discrimination in the development, implementation and assessment of employment policies and practices
- Follow ICLA's Staff Grievance Procedures

6. RECORD KEEPING FOR STAFF GRIEVANCES / COMPLAINTS

Records will be maintained according to the following procedures:

- Records of all Staff Grievances/Complaints must be kept in a secure location
- Confidentiality of all records must be maintained at all times
- Records relating to Staff Grievances/Complaints are not to be kept on personal files
- Files relating to Staff Grievances/Complaints must be kept for seven years after action relating to the complaint has been completed

Occupational Health and Safety Policy

This is a summary version of ICLA's OHS Policy and a full policy will be provided on commencement of employment.

1. PURPOSE

To maintain workplaces in a condition that is safe for all those who use them.

2. OCCUPATIONAL HEALTH AND SAFETY ACT 2000

2.1 OBJECTIVES OF THE ACT

The objectives of the Occupational Health and Safety Act 2000 are to:

- secure and promote the health, safety and welfare of people at work
- protect people against workplace health and safety risks
- provide for consultation and cooperation between employers and workers in achieving the objects of the Act
- ensure that risks are identified, assessed and eliminated or controlled,
- develop and promote community awareness of occupational health and safety issues,
- provide a legislative framework that allows for progressively higher standards of occupational health and safety to take account of new technologies and work practices
- protect people against risks arising from the use of plant (i.e. machinery, equipment or appliances)

Other issues pertinent to ICLA include the following:

Employers must ensure the health, safety and welfare of their employees when at work by:

- a. maintaining places of work under their control in a safe condition, and ensuring safe entrances and exits
- b. making arrangements for ensuring the safe use, handling, storage and transport of plant and substances
- c. providing and maintaining systems of work, and working environments, that are safe and without risks to health
- d. providing the information, instruction, training and supervision necessary to ensure the health and safety of employees
- e. providing adequate facilities for the welfare of employee

Employers must ensure the health and safety of people visiting or working at their places of work, who are not their employees, by not exposing them to risk.

Employees must co-operate with employers in their efforts to comply with occupational health and safety requirements.

All persons must not:

- interfere with or misuse things provided for the health, safety or welfare of persons at work
- obstruct attempts to give aid or attempts to prevent a serious risk to the health and safety of a person at work
- refuse a reasonable request to assist in giving aid or preventing a risk to health and safety
- disrupt a workplace by creating health or safety fears

Employers must not require employees to pay for anything done or provided to meet specific requirements made under the Act or Regulation.

Employers must consult with employees about OHS matters, so that employees can contribute to decisions affecting their health, safety and welfare.

3. ICLA STANDARD PRACTICE REQUIREMENTS

- ICLA will ensure it develops policy and procedures to ensure the safety of clients, employees, volunteers and others visiting any of our premises.
- ICLA will ensure that the organisation aware of all its obligations under the Occupational Health and Safety Act (NSW).
- ICLA will comply with all local government authority requirements for premises under its responsibility.
- ICLA will clearly allocate occupational health and safety responsibilities and provides appropriate training to identified staff.
- ICLA will ensure Workers Compensation Insurance is current for all staff as required by law.
- ICLA will develop a code of conduct to ensure that:
 - all employees' work is performed carefully and safely
 - protective equipment is provided and used if required
 - work practices which appear to be unsafe are reported and addressed
 - safety procedures are adhered to
 - assistance is provided in the reporting and investigation of any accidents with the objective of introducing measures to prevent recurrence
- ICLA will ensure implementation of reporting, recording, and action procedures to deal with hazards and incidents causing workplace injury or illness, and incidents involving potential injury to staff, clients and visitors.
- ICLA has procedures for preventing and extinguishing fires and for protecting and saving life and property in case of fire.
- ICLA has established procedures to follow when a fire alarm is activated and trains all staff and service users accordingly.
- ICLA informs service users and staff about potential hazards in its environment and takes action to address them.

- Emergency contact numbers (e.g. ambulance, doctor, and dentist) are clearly written and kept with key staff and by telephones.
- All sites and motor vehicles have fully maintained first aid kits and fire extinguishers.
- ICLA will maintain and support an OHS Committee, which undertakes regular inspections and reviews of work practices.
- ICLA will maintain a register of hazardous substances, where applicable.
- ICLA will ensure that a register of injuries is maintained and kept up to date.
- ICLA will maintain an employee rehabilitation policy in line with the Workers Compensation Act 1987.
- ICLA will regularly checks compliance with Occupational Health and Safety legislation.

4. COMMITMENT

ICLA is committed to:

- Undertaking risk management activities to adequately manage risks to persons in the work environment, including review of changes to work methods and practices
- Compliance with all relevant legislation standards, and other requirements to which ICLA is bound
- Ensuring that all plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures
- Maintaining safe systems of work, the work premises and the work environment, including systems to adequately manage emergency response
- Providing adequate facilities to protect the welfare of all employees, clients, volunteers, students and visitors
- Providing appropriate OHS training to all employees and volunteer workers
- Providing information and supervision for all staff enabling them to work and study in a safe and healthy manner
- Consulting with all employees and contractors to enhance the effectiveness of the OHS Management System
- Providing adequate resources to facilitate the fulfillment of the organisation's OHS responsibilities
- Regularly reviewing and evaluating Health and Safety Management systems, including audits and workplace inspections
- Ensuring the continued improvement aimed at elimination of work-related injury and illness

5. OCCUPATIONAL HEALTH & SAFETY COMMITTEE (OHS COMMITTEE)

ICLA has established an OHS Committee consisting of management and employee representatives. The OHS Committee will be the principal forum wherein Management consults with employees on broad health and safety and policy issues.

5.1 AIMS OF COMMITTEE

The ICLA OHS Committee provides a forum for the joint consultation on health and safety and to assist the organisation in providing a safer and healthier workplace. This is achieved by advising the organisation on the development and implementation of its overall OHS Policies and Plans, and monitoring facilities and areas to ensure goals are being met.

6. TRAINING

Formal OHS training will be provided to all ICLA staff in various areas:

- All staff will be provided training in relation to ICLA OHS policies and procedures as part of their induction program and refresher courses will be provided annually
- All staff will be provided First Aid Training and ICLA will ensure that certificates remain current
- ICLA OHS Committee members will receive accredited OHS training and ICLA will ensure that certificates remain current
- Training in various other areas will be provided e.g. fire procedures training will be provided to all appointed Fire Wardens. Training will be carried out by accredited OHS training specialists and a refresher course provided on an annual basis.

Code of Conduct

You will be provided with a copy of ICLA's Code of Conduct and must be aware of all employee responsibilities which are summarised as below:

- Be accountable for own behaviour and actions.
- Be aware of and comply with the Code of Conduct and other ICLA policies, procedures and relevant legislation.
- Treat our clients and other employees fairly and with respect.
- Act in the best interest of ICLA.
- Promptly inform their manager if they believe they or someone else has been a victim of harassment, bullying, discrimination or victimisation.
- Take all reasonable steps to secure our premises and property.

JOB APPLICATION CHECKLIST

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

Job application checklist (tick the boxes)

<i>Have you shown</i>	<input type="checkbox"/>	The name of the position you are applying for
	<input type="checkbox"/>	Your name and address
	<input type="checkbox"/>	A daytime contact number and contact address
<i>Have you attached</i>	<input type="checkbox"/>	Your resume
	<input type="checkbox"/>	2 referee contacts
	<input type="checkbox"/>	A completed & signed Employment Declaration Form
<i>If successful for an interview</i>	<input type="checkbox"/>	Bring 100 points ID – at least 1 photo ID
	<input type="checkbox"/>	You will be requested to complete & sign the Criminal History Record Check Form
<i>Have you kept</i>	<input type="checkbox"/>	A copy of your application
<i>Have you checked</i>	<input type="checkbox"/>	The closing date for this position and where to send the application

Please attach this Checklist to your application





EMPLOYEE DECLARATION

I.....who was born inon
.....declare that the information I have provided is correct.

I understand that any misleading information may result in the cancellation of my application or in the withdrawal from my position in ICLA.

Additionally, if during my employment I am charged with a serious criminal offence, I am in the obligation to notify my employer as part of my duties and responsibilities.

Signed_____

Note- If invited to an interview, you must provide this form.



CRIMINAL HISTORY RECORD CHECK CONSENT FORM

In line with our commitment to client care and the protection of staff safety and welfare, ICLA has initiated a policy which requires all staff seeking employment at ICLA to undergo a criminal record check prior to their appointment being confirmed.

Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed at ICLA. Each particular case will be determined on its merits and relevance to the position applied for and should any decision be contemplated that would disadvantage a person, they will have an opportunity to respond to ICLA before a decision is made. Disclosure of any pending charges is also mandatory.

Other than in exceptional circumstances, the discretion for which lies with ICLA , a person who has been convicted of a serious sexual offence and who has been sentenced by a Court to a term of imprisonment of twelve (12) months or more, shall not be employed or involved in the provision of services to clients.

The Australian Police Force Application for National Criminal History Record Check (NCHRC) must be completed in full and returned to ICLA for processing.

Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.

I submit the NCHRC application in agreement to the undertaking of a criminal record check in relation to my proposed employment with ICLA. I understand that the employer may exercise its right to reject my application for employment in the event of a positive criminal record check. I also understand that if I commence employment with ICLA prior to the return of the criminal record check, the continuation of such employment is subject to the results of the criminal record check.

NAME.....

POSITION APPLIED FOR.....

DATE.....

SIGNATURE.....