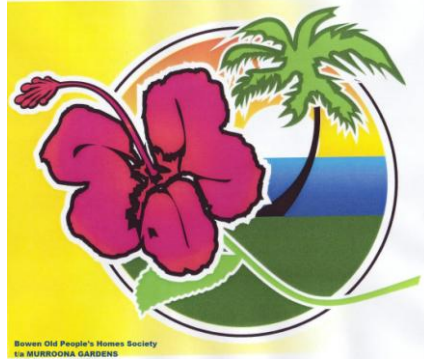


# THE BOWEN OLD PEOPLE'S HOMES SOCIETY T/A MURROONA GARDENS



## EMPLOYMENT APPLICATION FORM



# INSTRUCTIONS FOR APPLYING FOR POSITIONS

Please read through these instructions before filling out your application

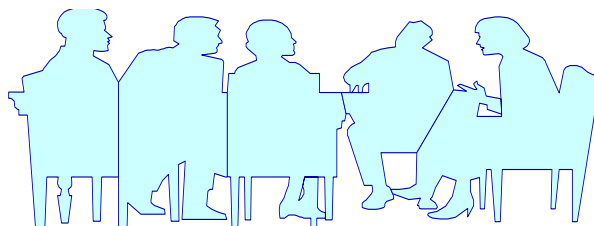


## GENERAL INFORMATION ABOUT APPLYING

- This application is valid for **positions that are advertised at the Bowen Old People's Homes Society.**
- To be considered for a position, apply to the person listed in the **vacancy announcement** by the position's advertised deadline date.
- You must provide a separate application **for each position** for which you apply.
- Submit only **one** application per position.
- If you're currently a Murroona Gardens employee, you must still fill out an application form and submit it with your resume or CV to be considered for the position.
- If a position you're applying for requires a competency test, you will be contacted by us to schedule and take a test before a job offer is made.
- Be prepared to supply the interviewing officer with verification of your education, training, licensing, registration or certification.

## TIPS FOR COMPLETING THE EMPLOYMENT APPLICATION

- A resume or CV is not valid in place of this application; however, you are urged to attach one as a supplement.
- Complete the entire application. If it is not complete, you will be eliminated from consideration.
- Make your application in terms of the position description. If the position description lists Key Selection Criteria (KSC), please ensure you answer each key selection criteria listed. Failure to do so will eliminate you from consideration.



## INTERVIEW INFORMATION

- We will contact applicants directly for interviews.

- If you have not heard from us within 2-3 weeks after the position's deadline date, assume you were not selected for an interview. It is not a requirement to send follow-up letters.

## **SKILLS/LICENSES/CERTIFICATIONS**

Indicate any professional or occupational licenses, registrations or certifications you currently hold. Also list any other special skills you have that aren't included in your job duties. Original transcripts may be necessary to verify qualifications.

## **MILITARY EXPERIENCE**

In the **Employment History** section, provide the branch in which you served, date of entry/discharge, final rank and discharge type (optional). Attach supporting documentation if you wish to have military service considered as relevant work experience or training.

## **EDUCATION**

Please indicate the highest grade you completed and, for each level/type of school, indicate whether you graduated. Make sure to fill in all the educational information requested so that it may be used to qualify you. Original transcripts may be necessary to verify qualifications.

## **EMPLOYMENT HISTORY**

List all paid and unpaid employment and account for periods for unemployment. Provide complete employment information (such as months and years worked, exact hours worked, etc.) so that it may be considered to qualify you. The descriptions you write as your duties should be specific since this is the only information that will be used to determine your initial employment eligibility.

## **AUTHORIZATION/CERTIFICATION**

When you sign and date your application, you are attesting to its accuracy and allowing us to verify its information. It is not valid without your signature.

## **LEGAL REQUIREMENTS**

- This Society complies with the Anti-Discrimination Act. If you need assistance to apply for a position, please call or see one of our Equal Opportunity Representatives.
- Because of their duties and responsibilities, some positions require criminal records, bankruptcy and/or other checks as conditions of employment; these are indicated with on the Position Description for the position.
- The Industrial Awards under which this Society employs staff requires employees to have wage or salary payments electronically transferred to a financial institution.
- A probationary period is a legislative requirement in which termination of employment by either party is valid upon one weeks notice.

## **EMPLOYEE BENEFITS**

The Bowen Old People's Homes Society offers a competitive benefits package. The Society regularly contributes to its employees' superannuation savings and also offers the option of a salary sacrifice package that is tax effective. Employee benefits include paid sick leave and annual vacations as well as long service leave.

# APPLICATION FOR EMPLOYMENT

The Bowen Old People's Homes Society  
ABN 79 672 943

## MURROONA GARDENS CARE SERVICE

West's Lane, Queens Beach, Bowen, Qld. 4805

Phone 07 4791 3340

Fax 07 4791 3333

Position applied for: \_\_\_\_\_

Date: / /

### Your Contact Details

Surname:	First name:	Middle Name:
Street address:	Town:	Postcode:
Home Phone:	Mobile no:	Email address:

### Paid Employment Categories

#### The Murroona Gardens Care Service employs the following

Registered Nurses	Cooks	Gardeners
Enrolled Nurses	Catering Staff *	Diversional Therapists
Assistants Nurses *	Cleaners *	Recreation Officers
Personal Care Workers *	Clerks *	
Physiotherapy Aide		* Trainees in the above

### COLLECTION STATEMENT - EMPLOYMENT CANDIDATES

#### Protecting your privacy

Bowen Old People's Home Society is committed to protecting your privacy and to ensuring we can provide you with the best possible care and services. We are bound by the *Privacy Act 1988* (Cth) (the **Privacy Act**) and the Australian Privacy Principles.

This Privacy Collection Statement should be read in conjunction with our Privacy Policy which contains detailed information on how we protect your privacy, including the way in which we may collect, use and disclose your information.

A copy of our Privacy Policy is available on our website or at our facility. We will provide a copy of our Privacy Policy to you when you are admitted to our facility or before we start providing services to you.

#### Collection of information

We collect personal information about individuals directly from the individual or their legal representative. We will only collect information for a purpose that relates directly to our functions and activities as an aged care provider. We understand that you may not want to provide information to us. The information we request of you is relevant to providing you with the care and services you need. If you choose not to provide us with some or all of the information we request, we may not be able to provide you with the care and services you require.

For more detailed information, please refer to our Privacy Policy.

#### Use and disclosure

We will use and disclose your personal information only for the purpose for which it was collected or for any other purpose that is otherwise directly related to our functions or activities as an aged care provider or otherwise permitted at law.

Please refer to our Privacy Policy for more detailed information.

#### Access and correction of information

Our Privacy Policy also contains detailed information on how you may access the personal information we hold about you and how you can seek to have your personal information corrected.

#### Overseas recipients

We will not disclose your information to overseas recipients. If we do, we will take all steps that are reasonable in the circumstances to ensure that the overseas recipient does not breach the Australian Privacy Principles.

# APPLICATION FOR EMPLOYMENT

## **Making a complaint**

If you wish to make a complaint about the way we have managed your personal information you may make that complaint verbally or in writing by setting out the details of your complaint to any of the following:

(i) **The Facility Manager** on Phone: (07) 4791 3340 Fax: (07) 4791 3333  
Email: [manager@murroona.com.au](mailto:manager@murroona.com.au)

(ii) **Aged Care Complaints Scheme**

Online: At <http://www.agedcarecomplaints.govspace.gov.au/concern>.  
By phone on 1800 550 552.

(iii) **Office of Australian Information Commissioner**

## **How to contact us:**

If you have any questions in relation to privacy or how we manage your personal information, please contact us on (07) 4791 3340. Alternatively, you can email: [admin@murroona.com.au](mailto:admin@murroona.com.au).

The Bowen Old People's Homes Society  
**APPLICATION FOR EMPLOYMENT**

*Please complete the following Section as fully as possible. If insufficient space, please attach additional sheets.*

Your Education Details	
<b>Tertiary Qualifications</b>	1)
	2)
	3)
<b>T.A.F.E Qualifications</b>	1)
	2)
	3)
<b>Secondary Qualifications</b>	1)
	2)
<b>Other Qualifications</b>	

*Please complete the following Section by listing your last three paid positions -*

Your Employment History		
<b>Position</b>		<small>Contact Phone Number:</small>
<b>Employer</b>	<small>Name of Firm:</small>	<small>Name of Supervisor:</small>
<b>Duration of Employment</b>	<small>Date From:</small>	<small>Date To:</small>
<b>Reason for leaving Employer</b>		
<b>Position</b>		<small>Contact Phone Number:</small>
<b>Employer</b>	<small>Name of Firm:</small>	<small>Name of Supervisor:</small>
<b>Duration of Employment</b>	<small>Date From:</small>	<small>Date To:</small>
<b>Reason for leaving Employer</b>		
<b>Position</b>		<small>Contact Phone Number:</small>
<b>Employer</b>	<small>Name of Firm:</small>	<small>Name of Supervisor:</small>
<b>Duration of Employment</b>	<small>Date From:</small>	<small>Date To:</small>
<b>Reason for leaving Employer</b>		

**Please Note that the Bowen Old People's Homes Society reserves the right to contact any or all of the above listed educational institutions, firms or people to verify statements made in this document.**

The Bowen Old People's Homes Society  
**APPLICATION FOR EMPLOYMENT**

*Please complete the following Section as fully as possible. If insufficient space, please attach additional sheets.*

Question	Yes	No	Please give details
Have you read and understood the position description for the position for which you are applying?			
Do you have a known health condition which could prevent you from competently and efficiently carrying out the duties of this position in a manner which is safe to yourself, your fellow employees, the general public and the Homes property?			
Have you ever received Workers Compensation or Work Care Benefits or any other Benefit under a Sickness or Accident Policy?			
Do you suffer any serious illness, disease or disorder?			
How many sick days have you had in the past two years?			
Have you ever suffered a back injury?			
Have you ever been arrested or convicted of a crime?			
Have you ever been discharged from employment?			
Do you have any objections to inquiries of your present employer regarding qualifications and character?			
Do you have any objections to us seeking verification and additional information to any matter within this application?			

Referees		
<b>Referee</b>	<i>Name:</i>	<i>Contact no:</i>
	<i>Position:</i>	<i>Relationship to you:</i>
<b>Referee</b>	<i>Name:</i>	<i>Contact no:</i>
	<i>Position:</i>	<i>Relationship to you:</i>
<b>Referee</b>	<i>Name:</i>	<i>Contact no:</i>
	<i>Position:</i>	<i>Relationship to you:</i>

**Resume or CV attached**    **yes**     **no**

The Bowen Old People's Homes Society  
**APPLICATION FOR EMPLOYMENT**

<b>Please list any times or days you would be unavailable for work.</b>
<b>Please list any languages that you can speak and or interpret other than English.</b>
<b>Please list any skills, qualification or work experience that would fit you for this position.</b>

<b>Applicants Agreement</b>	
<p><i>Please read the following information carefully.</i></p> <p><b>The information contained in the following Sections 1 through 5 will constitute part of the conditions of employment for work at the Murroona Gardens Care Services.</b></p>	
<b>1</b>	The information that I have provided on this application is accurate to the best of my knowledge and is subject to validation.
<b>2</b>	I authorise the persons, schools, current employer if noted and other employers or organisations named in this application to provide any relevant information that may be required for consideration of employment. <i>(Please also complete the Applicant Information Release Form on Page 11, attached.)</i>
<b>3</b>	I understand and agree that:
<b>3a</b>	<i>Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of (or if employed, termination from) employment.</i>
<b>3b</b>	<p><i>Although management makes every effort to accommodate individual preferences, business needs frequently make the following conditions mandatory;</i></p> <ul style="list-style-type: none"> <li>• <i>overtime,</i></li> <li>• <i>shift work,</i></li> <li>• <i>a rotating work schedule and/or</i></li> <li>• <i>work schedules other than Monday to Friday.</i></li> </ul> <p><i>I understand and accept these conditions of my continuing employment.</i></p>
<b>3c</b>	<i>A medical examination may be required, results of which will be held in confidence by us except where the release of such information is required by law. Also, when certain medical restrictions relate to an individual's ability to perform a job or a series of jobs, those restrictions will be communicated to Personnel and/ or Management).</i>
<b>4</b>	I further understand and agree that as Murroona Gardens Care Services is a Residential Care Facility bound by Commonwealth law to observe certain Standards and Duties of Care;
<b>4a</b>	<i>If employed by Murroona Gardens or its proprietor, I will undertake such further formal or informal education, under such terms and conditions as may apply from time to time that may be required by the Home.</i>
<b>4b</b>	<i>I will observe the Standards and Duties of Care laid down by my employer.</i>
<b>4c</b>	<i>Any failure to observe such Standards and Duties of Care may be justification for refusal of further employment or if employed, termination from employment.</i>
<b>5</b>	In the event that I am offered employment, I understand that I may need to undergo a Police, Bankruptcy and or Mental Health check in order to satisfy the requirements of the Commonwealth's Aged Care Act, 1997 and Principles made there under, or such other check as that Act as may from time to time require.
<b>Applicant Signature</b>	
<b>Date</b>	



The Bowen Old People's Homes Society  
**APPLICATION FOR EMPLOYMENT**

**ATTACHMENT TO APPLICATION FOR EMPLOYMENT**

**NOTE PLEASE:** Completion of the 3 Sections on this Page is Optional. You should not answer any of these Sections if you are not comfortable about supplying the requested information.

If you are applying for employment at the Murroona Gardens Care Services and you

- **are over the age of 50 years; or**
- **have been absent from the workforce for two or more years; or**
- **identify as a person of Aboriginal or Torres Strait Islander extraction; or**
- **have a disability,**

some government assistance may apply to your employment if your application is successful.

**Over 50 Years of Age or Long Term Unemployed**

Please only complete the following question/s if you are over the age of 50 years, or may be classified as long-term unemployed, and are comfortable in supplying the information requested.

Question	Yes	No
Are you 50 years of age or older?	<input type="checkbox"/>	<input type="checkbox"/>
Regardless of your age, have you been out of the workforce for two years or longer?	<input type="checkbox"/>	<input type="checkbox"/>

**Aboriginal or Torres Strait Islander**

Please only complete the following two questions if you are comfortable in supplying the information requested.

Question	Yes	No	Details
Do you identify as a person of Aboriginal or Torres Strait Islander extraction?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you hold a Wage Assistance Card?  If Yes, please include your card number if known.	<input type="checkbox"/>	<input type="checkbox"/>	<b>Card Number</b>  <hr style="border: 0; border-top: 1px solid black; width: 100%;"/>

**Workplace Adjustment/Disability Access**

Please only complete the following question if you have a disability and are comfortable in supplying the information requested. However, before you answer the following question, it is recommended that you obtain a copy of the Murroona Gardens Care Services policy on reasonable adjustment, (*Protocol 1.06.21*) which will be made available to you upon request.

Question	Details
What adjustments will the Murroona Gardens Care Services need to make to enable you to carry out the functions of your proposed position?  Please attach a second sheet if space insufficient.	

**The Bowen Old People's Homes Society**  
**APPLICATION FOR EMPLOYMENT**

Office Use Only					
<b>Refer To Head of Department</b>	Nursing / Personal Care <input type="checkbox"/> Cleaning <input type="checkbox"/> Day Centre / Therapy <input type="checkbox"/> Catering <input type="checkbox"/> Grounds & Gardens <input type="checkbox"/> Administration <input type="checkbox"/>				
Is work available in Applicant's nominated area of interest?	<b>YES</b>	<b>NO</b>	Is Applicant suitable to Interview?	<b>YES</b>	<b>NO</b>
If No, Why Not? <i>(e.g. Insufficient Work, Insufficient Information, Lack of Qualifications, etc)</i>	<u>State Reason</u>				
Has Applicant been informed of above reason/s?				<b>YES</b>	<b>NO</b>
What was Applicant's Response?	<u>Applicant's Response</u>				
<b>Key Person Check</b>					
Is a Key Person Check required for work in the nominated position?	<b>YES</b>	<b>NO</b>	<i>If yes, Has a Key Person Statement as required under the Commonwealth Aged Care Act, 1997 been completed?</i>	<b>YES</b>	<b>NO</b>

The Bowen Old People's Homes Society  
**APPLICATION FOR EMPLOYMENT**

**Applicant Information Release**

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the Bowen Old People's Homes Society, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_