



EMPLOYMENT APPLICATION FORM

Thank you for your interest in Volunteer Task Force!

This form along with a current resume and covering letter must be submitted to hr@volunteertaskforce.org.au

All applications will be treated with the strictest of confidence.

DETAILS OF ADVERTISED VACANCY

Position applied for:	
Location:	

YOUR DETAILS

Name:			
Email Address:			
Address:			Post Code:
Home Phone:			Mobile:
Are you an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If not, please outline how many hours you are able to work under your visa	
When would you be available to commence work?			

CERTIFICATIONS

Do you have a current first aid certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of expiry?
Do you have a current WA driver's license? <i>(This is a requirement of some roles)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a reliable car? <i>(This is a requirement of some roles)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any convictions, finding of guilt and/or pending police charges against you that are less than 10 years old? <i>(a criminal records check is a requirement of employment with VTF)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

AVAILABILITY – FOR PART TIME POSITIONS ONLY

Please indicate the days and times you are available to work.

Day	Start	Finish
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please indicate the number of hours you would prefer a week

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EXPERIENCE

Please outline your experience working with frail aged or younger disabled people with a disability. If you have no experience in this area, please outline why you want to work in this area?

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Please outline your experience working with volunteers or within the community sector. If you have no experience in this area, please outline why you want to work in this area?

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DISCLOSURE OF PRE EXISTING INJURY OR ILLNESS

Do you have any pre existing illness or injury which may impact on your ability to safely perform the requirements of the position are applying for?

- Yes
 No

(Note: Under section 82 (7&8) of the Accident Compensation Act 1985 failure to disclose information regarding pre existing injuries or diseases may result in the worker not being entitled to WorkCover compensation for that particular injury or disease in the event of recurrence, to aggravation, acceleration, exacerbation or deterioration of the condition)

If the answer to the above question is “yes”, please disclose details of how the illness or injury might affect your ability to safely perform the role. Please include suggestions to how we might alter the role or tasks to make it safe for you.

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It is a requirement for some of our positions that you have medical clearance. Do you consent to having a medical examination to determine your capacity to complete the job safely?

- Yes
 No

REFEREE DETAILS

Please list the details of two referees who can be contacted to provide employment references.
 Volunteer Task Force will only conduct reference checks following an interview.

Referee 1	Referee 2
Referee Name:	
Relationship to Referee:	
Organisation:	
Referee Position:	
Referee Contact Number:	

DECLARATION

I declare the above statements to be true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

Signature _____ Date _____

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RECRUITMENT SOURCE

To assist VTF in improving our recruitment processes, could you please indicate how you found out about this vacancy?

<input type="checkbox"/> Community/Local newspaper <input type="checkbox"/> Word of mouth <input type="checkbox"/> www.seek.com.au <input type="checkbox"/> www.jobsearch.gov.au <input type="checkbox"/> TAFE/uni website (please specify)	<input type="checkbox"/> Community/Local newspaper <input type="checkbox"/> Employment agency <input type="checkbox"/> Volunteer task force website <input type="checkbox"/> Other (please specify)
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Information about applying for employment with Volunteer Task Force

Interview and Selection Process

A selection panel is responsible for reviewing, interviewing and selecting the successful applicant. This panel will usually include the person the job reports to plus one other member of staff. VTF is an equal opportunity employer.

Referee Checks

The selection panel will only contact your referees if you are shortlisted following an interview. The selection panel will ask your referees to comment on your work behavior and may be asked to verify or comment on claims made by you.

Police Clearance

A criminal records check is required by all VTF 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 a final decision is made.

Medical Clearance

Certain positions involving manual handling (ie support workers, gardening coordinators) require a medical clearance before an offer of employment is made. The cost of this will be covered by VTF.

Correspondence

It is not always possible for us to respond personally to each applicant. An automatic email response will be sent acknowledging your application when you apply through hr@volunteertaskforce.org.au. Should you be unsuccessful in your application, we will keep your details on file for three months should any other positions become available. If you would like feedback on your application, please call the office on (08) 9318 5700.

Important Information

To maximize your opportunity for employment in this role, it is suggested that your cover letter and resume outline how your skills and experience match what is required in the position description. A copy of the position description is available by contacting hr@volunteertaskforce.org.au or calling the office on (08) 9318 5700