

LIFESTYLE SOLUTIONS – APPLICATION PACKAGE

Position Name:	Position Ref No:
Location:	

Dear Applicant,

Thank you for your interest in seeking employment with Lifestyle Solutions.

Please find attached the application package relating to the above advertised position within our organisation.

The application package contains;

- Details regarding our selection process and key policy areas
- Application Form
- Pre-employment screening consent form

A separate document will be available which outlines the position overview and selection criteria for the position you are applying for.

Additional information about our Lifestyle Solutions, including organisational structure, services and objectives can be found on our website www.lifestylesolutions.org.au.

To ensure your application is submitted to our selection panel, you MUST complete and return the following;

- **Each of the position criteria items are to be addressed in your application letter
(see the back page of the position description document)**
- **The attached Application form is to be completed and returned – highlighting the area you're applying for**
- **Current resume outlining work experience and qualifications**

Once we receive these completed documents your application will be submitted to our selection panel for processing.

Please contact me on phone (02) 4014 7800 should you have any questions regarding the attached document.

Kind Regards



KYLIE FRANCIS

National Human Resources Manager

Our Vision

“Supporting people in creating lifestyle solutions”

Our Mission

- To walk with, support and work alongside people with in creating lifestyle solutions that provide dignity and community.
- To facilitate living options within the community that provides quality of access, choice and socialisation for people we support.
- To provide mutually agreed upon accommodation and support options for people we support that are appropriate and non-intrusive.
- To advocate on behalf of the people we support.

Our Values

- We encourage and support innovation, both in program development and service delivery.
- We have a commitment to service in our support and management style.
- We will be accountable in all aspects of our work and delivery of services.
- We will act honestly and ethically and provide all advice and services with integrity.
- We understand that issues and opportunities will have an impact on staff and the people we support so we will be open and honest with all concerned and equip those who will be affected to deal with change.
- We support and promote the principles of Aboriginal Reconciliation and Cultural Diversity in the way we do business and provide support.
- We recognise we are all on a journey and will value the opportunity to learn from each other and continue to improve relationally and operationally.

Selection on Merit

All appointments to Lifestyle Solutions are based on merit. Each applicant is assessed on merit against the knowledge, skills, abilities, experience, qualifications and standard of work performance identified in the position overview.

The applicant who demonstrates the most merit against the criteria in their application and during interview will be recommended for the position.

The Application

The Information Package outlines the position, award, and location of the position. It also addresses the types of knowledge, skills, abilities and experience that are required to perform the duties of the position. The Information Package also gives a brief overview of the position.

Your application for the position **MUST** address the *Essential and Desirable Criteria* noted in the Position Description in order to be considered for an interview. If you do not meet all of the essential requirements specified, or cannot clearly demonstrate that you meet the essential requirements, it is unlikely that you will be considered for the position.

It is your responsibility to convince Lifestyle Solutions that you are the best candidate for the position. The selection of candidates for interview is based solely on the information provided in the application, therefore you must ensure that the information you provide is sufficient to enable an assessment of the strength of your application.

The Selection Committee

The Selection Committee is responsible for selecting the candidate most suitable for the position. Selection is based on merit and the selected candidate will best satisfy the Essential and Desirable Criteria for the position. The Selection Committee will base the decision on material presented by the applicants in writing, at interview, and obtained from referees.

Professional and Ethical Conduct

Lifestyle Solutions has a responsibility to the people we support to ensure the professional and ethical conduct of its employees. It is therefore important that prospective applicants understand the core values of our Code of Conduct policy as the standard of conduct required.

These core values are:

- Treat all the people that we come in to contact with respect and dignity
- Uphold the law, respect community standards, and act accordingly
- Use Lifestyle Solutions property responsibly and in the best interests of Lifestyle Solutions and its reputation, and
- Accept that we are responsible for our actions and accountable for the consequences.

Equal Employment Opportunity

Lifestyle Solutions is committed to Equal Employment Opportunity (EEO) and providing a working environment free from discrimination, intimidation, victimisation and harassment. Lifestyle Solutions applies the principles of EEO to all recruitment and selection activities.

Lifestyle Solutions via EEO and Anti-Discrimination Policy aims to create an environment where all workers are valued and respected and have opportunities to develop their full potential and pursue a career path of their choice.

Occupational Health and Safety

Lifestyle Solutions is committed to providing a safe and healthy working environment. The organisation believes that injuries in the workplace can be prevented and supports early intervention in the rehabilitation process. The organisation adheres to all relevant legislation and regulations regarding safety and has implemented a comprehensive Occupational Health & Safety Program which focuses on consultation and continuous improvement.

Lifestyle Solutions People We Support Protection Policy – Pre Employment Screening

Lifestyle Solutions is committed to the safety and protection of the people we support. Lifestyle Solution's core activities mean that most positions within the organisation involve contact with adults and/or children people living with disabilities and adults and/or children with high support needs. Accordingly, applicants will be screened in regard to suitability for employment.

a. Criminal Record Check

This means that as an applicant you must complete the Employment Screening Consent that is attached to the Position application to indicate your consent for employment screening to be conducted if you are selected as the preferred applicant for a position. The completed Employment Screening Consent must be returned by mail to the address outlined in the position advertisement by closing date. ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.

In relation to the criminal record checking, you should note the following:

- The impact of providing false or misleading information when completing the consent for employment screening form may result in not being approved/ recommended for employment, or, if already employed, dismissal.
- The checks that are included in the screening process are criminal record checks for offences in the nature of assault, rape and other acts of sexual assault or similar nature, and apprehended violence orders. Where appropriate record checks will be undertaken in relation to convictions for acts of violence which involve children or were directed at children or took place in the presence of children, child abuse, and child pornography.
- The information obtained through the employment screening check may be provided to your current or prospective employer for employment purposes and it may also be used for law enforcement purposes. A Form is included in this pack for you to complete for Criminal Record Checks.
- The indemnity statement, i.e. that you have undertaken and declared that you will not take any action either civil or criminal against Lifestyle Solutions (Aust) Ltd. or authorise or cause or procure or permit any person on your behalf to take any action concerning anything had or done by them in relation to this application.

b. Working with Children Check and Prohibited Person Declaration

If successful in your application you will also be required to complete a Working with Children Check and a Prohibited Person Declaration.

The Working with Children Check will be processed by the NSW Commission for Children and Young People and is mandatory for all people working with Children and Young People.

The Commission for Children and Young People (CCYP) is responsible for the implementation of the Child Protection (prohibited Employment) Act 1998. The act prohibits person with conviction for serious sexual offences from working in positions of child-related employment of the kind listed in s.3 (a) of the Act that primarily involves direct contact with children where the contact is not directly supervised.

The forms for this process will be issued to you when offered at the time of your interview.

ABOUT YOUR APPLICATION

- The **Employment Screening Consent** must be completed as a part of this application. It is essential that you read and complete the consent carefully before signing it.
- **Guide for Applicants** and **Addressing the Selection Criteria** information sheets will help you to **Prepare your Application**.

SUBMITTING YOUR APPLICATION:

You should send your application to the address listed by the closing date noted on the advertisement. If you are not sure about the date or address or you require any other information about this application, please phone the contact person. The contact person can also provide you with additional information about the position.

Please post your application to:

Lifestyle Solutions
Attn: Human Resources Department
PO Box 81
ISLINGTON NSW 2296

Or fax to: (02) 4014 7888

Or email (our preferred option) to:

jobs@lifestylesolutions.org.au or the email address noted on the position ad.

EMPLOYMENT APPLICATION FORM

Thank you for your interest in working with Lifestyle Solutions. Please read this application form carefully and ensure that you complete all sections including the Employment Screening Consent Form.

POSITION DETAILS:

Position Name:	Position Ref No:
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PERSONAL DETAILS:

Name:			
Street Address:			
Suburb:		State:	Postcode:
Email:			
Phone:	Home:	Work:	Mobile:
Drivers Licence:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Licence No and Type:	

REFEREE DETAILS:

Referee 1

Name:	
Referee's Position:	
Organisation:	
Contact Number:	

Referee 2

Name:	
Referee's Position:	
Organisation:	
Contact Number:	

Do you give Lifestyle Solutions permission to contact your nominated referees for a verbal reference? Yes No

OTHER DETAILS:

How did you find out about this position? *(please tick boxes below)*

- Newspaper *(please specify)* _____
- Internet *(please specify)* _____
- Word of Mouth
- Lifestyle Solutions Website

DO YOU HAVE ANY SPECIAL REQUIREMENTS?

If you are asked to attend an interview and have any special requirements (*for example, you may need physical access, or a signing interpreter etc*) please tell us in the space below:

YOU CAN ONLY GAIN EMPLOYMENT WITH LIFESTYLE SOLUTIONS IF YOU:

- give us proof of identity (and any other documents we require); and
- have completed all sections of this application including the employment consent and declarations.

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

APPLICANT DECLARATION:

I, _____ declare that the above information provided by me
(print name in block letters)

on this Employment Application Form is true and correct.

Signature

Date

**EMPLOYMENT SCREENING CONSENT / SCREENING REQUEST FORM
FOR CRIMINAL RECORD CHECK**

APPLICANT CONSENT TO SCREENING

Family Name:			
First Name:		Middle Name:	
Previous Names/Aliases:			
Date of Birth:		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Place of Birth:		State:	Country:
Current Street Address:			
Suburb:		State:	Postcode:

I hereby certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ /approve me, or, if already employed, may lead to my dismissal.

I am aware that several screening processes will be undertaken by *Fit2Work* and, if required, screening processes undertaken in accordance with the Children's and Young Persons Care and Protection Act, to ascertain my suitability, which may include:

- A criminal record check for relevant charges and convictions
- A check for relevant apprehended violence orders
- If applicable checks for completed relevant disciplinary proceedings involving child abuse, sexual misconduct and acts of violence which involved children, were directed at children or took place in the presence of children, and child pornography.

I understand that the existence of convictions relating to assault, rape and other acts of sexual assault or similar nature will prohibit my employment in a position working with people with disability and that relevant criminal records, apprehended violence orders and completed disciplinary proceedings which involve child abuse, sexual misconduct or acts of violence in the workplace may influence the decision to offer me child-related employment. I am aware that if I am a 'registrable person' under the *Child Protections (Offenders Registration) Act 2000*, I am prohibited from employment in a child-related position.

I consent to these checks being conducted and I am aware that any information obtained through these processes may be used to assess my suitability for employment or other child related role, and may also be used for law enforcement purposes, including the investigation of outstanding criminal offences.

Name (Block letters): _____

Signature: _____ Date: _____

CONFIDENTIAL
PRE-PLACEMENT HEALTH SCREENING

Lifestyle Solutions requires that all persons being offered employment provide the following information in relation to their health.

The organisations obligations under the Occupational Health and Safety Act 1983, The NSW Anti Discrimination Act 1977 and the Disability Services (NSW) Act 1993 will be taken into account in assessing any requirements for reasonable adjustment to enable the person to perform the inherent position requirements of the position.

Name:	
Position Applied for:	

HEALTH QUESTIONNAIRE

Are you aware of any pre-existing health condition which may affect your ability to carry out the full range of duties of the position for which you are applying? If yes, please specify:

Have you had any previous back, neck, shoulder, arm or knee injuries? If yes please specify:

Have you had any workers compensation claims in the past 10 years where you have been absent from duty for more than 2 weeks, if yes please specify injury and duration of absence:

Is there any other information you wish to supply in relation to your previous health that may assist the organisation in assessing any requirements for reasonable adjustment?

Declaration:

I understand the inherent position requirements for this position, and I am not aware of any health condition, other than that mentioned above, which might interfere with my ability to perform the duties of this position or which might lead to a foreseeable injury to myself, or others in the normal course of my work. I also understand Lifestyle Solutions offer of employment is subject to satisfactory completion of this declaration and that the provision of incorrect information may result in termination of my employment.

Applicant's Signature: _____

Date: _____

APPLICANTS CHECKLIST

We offer positions to people on the basis of merit. The applicant considered to be the most capable of doing the position is selected. To decide this we look at your qualifications, experience, skills, standard of work, and 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 who can send you an information package about the position. The information package contains the **selection criteria** for the position. The Selection Committee cannot overlook any of the selection criteria. If you do not show how you meet the selection criteria, your application is unlikely to be considered any further.

When completing your application, please address all **selection criteria** as stated in the Position Overview in addition to any **common selection criteria** which includes the principles of Equal Employment Opportunity, and Occupational Health and Safety.

Writing your application:

- First you should fill in the **Lifestyle Solutions Employment Application** including the **Pre Employment Screening Consent**.
- Write a statement about how you meet the **Selection Criteria** for the position. The next page provides a guide only on how to address Selection Criteria.
- 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, the period you were employed, 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 for your 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.
- Provide the names and phone numbers of **Two Referees** (at least one referee should be a recent supervisor, if possible). Also tell us how you know each referee, for example, is the referee your supervisor or a co-worker etc? Your referees should know about the type of position you are applying for as they may be contacted by our Selection Committee.

Sending your Application:

You should send your application to Lifestyle Solutions, Attn: HR Department, PO Box 81, ISLINGTON NSW 2296. Alternatively you may e-mail your application to jobs@lifestylesolutions.org.au

Attending an Interview:

If you are selected for an interview, you will be contacted by telephone and told when and where the interview will be. Generally, you will be told at least three working days before the interview. You may be asked to bring a portfolio or samples of your previous work to the interview. If you need wheelchair access to the interview building, or an interpreter because you are hearing impaired, or have any other requirements, tell the person who contacts you so that we can make appropriate arrangements. At the interview you may be asked to do a test or task to demonstrate your skills required for the position.

ADDRESSING THE SELECTION CRITERIA

To help us to assess your claim for the position please take some time to explain how your experience, skills, knowledge and personal qualities address the SELECTION CRITERIA for the position. Use examples, if appropriate, and include any formal qualifications and industry experience.

The best way to set out your claim for the position is to list every selection criterion as a heading. Under each heading clearly explain how you meet it. You may write a short paragraph on each criterion or write in point form. Please do not assume that we will know you can do something unless you tell us.

You 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 and 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.

The following headings are EXAMPLES ONLY of selection criteria – the actual selection criteria for each position is listed on the back page of the position description. There are some suggestions under each heading that you might like to think about for addressing each criterion. It is up to you, but you may also choose to set out your application something like this as well.

Selection Criteria – Examples 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 demonstrate your communication skills. For example, you may wish to tell us about 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 people, clients or government departments.

Current Driver's Licence

If a criterion states that you have to have a current driver's licence, tell us that you have a driver's licence and the type of licence it is.

LEGAL ENTITLEMENT TO WORK

If you were born outside of Australia or New Zealand you are required to provide proof of either Australian citizenship or your legal entitlement to work in Australia. The following table sets out the relevant documents required for proof of legal entitlement to work in Australia.

STATUS	DOCUMENTATION
Proof of Australian citizenship.	Australian Citizenship certificate. Australian passport
Proof of Permanent Residency (Foreign Nationals)	Foreign Passport with visa stamp or labels indicating permanent residency.
	Certificate of Evidence of Resident Status issued by Department of Immigration and Ethnic Affairs (DIEA).
Proof of Temporary Residency (<i>Foreign Nationals</i>)	Foreign Passport with visa stamps or labels indicating person's right to work in Australia.
New Zealand citizenship (<i>New Zealanders have an unrestricted right to stay and work in Australia</i>)	New Zealand Passport

<i>Office Use Only:</i>	
APPROVED – LS Executive Representative:	APPROVED – LS Board Representative
Name:	Name:
Signature:	Signature:
Date:	Date: