

Thank you for your interest in a position with HSA. The following information is provided to help you understand our selection process and to assist you in the preparation of your application.

- How to Apply**
- 1. Complete the Employment Application.**
Note: There is a space on the Employment Application form for you to provide a written statement in 50 – 100 words addressing how your skills and experience meet the Position Description.
 - Your response should clearly describe your understanding of the knowledge required and demonstrate your ability to meet the Requirements of the Position and the Key Capabilities which are explained in the Position Description.
 - 2. Include your current resume.**
 - 3. Write a covering letter providing background information about yourself which may be relevant to the role, and why you are applying for the position.**

Requirements of Employment with HSA

Disability Positive Notice & Blue Card	All HSA employees are required to possess or be eligible to apply for a Disability Services Positive Notice Card and a Blue Card (Working with Children). If successful, HSA will arrange the application for you at your expense. More information about the DS Positive Notice Card is available on: http://www.communities.qld.gov.au/disability/key-projects/criminal-history-screening/
Technology	All HSA employees are required to have a smart phone/device with internet access which will be used for timesheets, daily notes, and other reporting requirements. All staff are also required to have an email address which will be used to access our online system.
Other	Support Workers employed by HSA are required to have a reliable registered vehicle and comprehensive vehicle insurance for transporting HSA clients in the community. It is desirable that Support Workers employed by HSA have a current First Aid & CPR certificate.

Recruitment Information

Conditions of Employment	HSA staff are employed under the Social, Community, Home Care and Disability Services Industry Award 2010.
Referees	Your referees should have a thorough knowledge of your work performance and work conduct. Referees provided by you will be contacted following the interview to verify information gathered during the selection process.
Selection Process	Short listing for interview is based on how well applicants demonstrate suitability on the application form and in their written statement.
Submitting Your Application	In Person: 19 Cavell Street, WANDAL QLD 4700 (Corner Haig & Cavell Streets) Post: PO Box 1166, ROCKHAMPTON QLD 4700 E-mail: hsa@homesupport.org.au

If you require further information, please do not hesitate to phone, email or call in to the office.

Phone: 07 4927 6383

Email hsa@homesupport.org.au

Website: www.homesupport.org.au

Before submitting your application, have you included the following?

- Employment Application Form
- Resume
- Covering Letter

Our Vision A community that values people with a disability and supports their participation in everyday life.
Our Purpose Creating opportunities for people with disability to participate in the community the way they choose.

Office Use Only: Maps to HR Policy, OP-Recruitment

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