

Application for Employment Cover Sheet

Your Application

For your application to be considered, WRISC requires that you provide:

- A cover letter
- A statement of your suitability against each of the Selection Criteria (see Position Description)
- Your resume / curriculum vitae
- Names of three referees, and their contact details
- This completed Application Cover Sheet including Applicant Declaration (see last page)

Position Applied For:

Position Title:

Where did you see this job advertised?

Applicant Details:

Title:	Surname:	Given Name:
Address:		Post Code:
Home Ph:	Work Ph:	Mobile Ph:
Email:		

WWC Card Number:

(Candidates are requested to bring WWC Card to interview if available)

It is a mandatory requirement that all WRISC staff and volunteers hold a valid Working with Children Check (WWC) and undergo a National Police Record Check. New and existing staff must meet the costs of the WCC check themselves.

- **Working with Children Check (WWC)** – If a current WWC is not available then provisional appointment may be offered to the successful applicant conditional upon a positive outcome of the WWC. The candidate must provide an official receipt proving that application has been made as soon as practicable.
- **A National Police Record Check** – Provisional appointment may be offered to the successful applicant conditional upon a satisfactory outcome of the National Police Record Check. The successful applicant consents for WRISC to make application to the National Criminal History Records check (on-line CrimCheck). If there are disclosures or outcomes then the applicant will need to arrange a full Criminal Record Check through Victoria Police (and meet the cost of such). The candidate cannot commence employment until a satisfactory outcome is known.

Other Information

1. Do you have pre-existing injuries and diseases that you know of and that may be affected by the nature of proposed employment?

- No**, I do not have any pre-existing injuries or diseases that may be affected by the nature of proposed employment.
- Yes**, I have the following pre-existing injuries or diseases that may be affected by the nature of proposed employment.

If you answered YES please provide details:

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If you fail to disclose the above information or if you make a false or misleading disclosure, then Section 82 of the Accident Compensation Act 1985 will apply. If Section 82 applies then you will not be entitled to workers' compensation for any recurrence, aggravation, acceleration, exacerbation and deterioration of a pre-existing injury or disease.

2. Have you ever had a prior WorkCover claim? Yes No

If you answered YES please provide details:

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3. Are you legally entitled to work in Australia? Yes No

If you answered NO please provide details:

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FORM

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Declaration:

1. I have read, completed and understand this document (*clarification to any item not understood may be directed to the Business Manager on 5333 3614).
2. I understand that as part of this application procedure I may be required to undertake a medical examination by a nominated medical officer. If such an examination is required I authorise disclosure of the results of the examination to WRISC.
3. I understand that my appointment is subject to satisfactory outcomes of Working with Children (WWC) and National Police Record Check. I agree to allow WRISC to obtain and record the outcomes of the National Police Record Check and will provide a copy of the WWC when available.
4. I understand and agree that if I become an employee of WRISC:
 - a. Further personal information may be required for personnel records.
 - b. I will be required to maintain confidentiality, and not to disclose to any unauthorised person during my employment, or at any time thereafter, any information confidential to WRISC.
 - c. I must comply with all reasonable directions, the Code of Conduct and the policies and procedures of WRISC including OH&S, use of computer equipment and security.
 - d. All intellectual property originated by me in the course of or arising out of my employment including all inventions, designs, technology developments or improvements to equipment and the copyright worldwide in all software, literature and artworks, will be the property of WRISC and I shall, when requested, do all things necessary to secure and protect the organisation's ownership rights.
 - e. I will not copy, reproduce, make available to any other party or in any way use except in the course of my employment, any written material or computer software to which I have access by reason of my employment unless the written consent of WRISC is first obtained.
 - f. My employment is subject to a six month probationary period.

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Signature:

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Print Name:

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Date:

Address Applications To: mark as 'Confidential'

By Post to: Name refer to the Recruitment Summary Process
WRISC Family Violence Support Inc.
PO Box 92
Ballarat 3353

By Email: refer to the Recruitment Summary Process
If you are emailing your application, please include this Application for Employment Cover Sheet in your email / cover letter to indicate your consent.

WRISC – Safety, Equality and Opportunity for all people

Thank you for your interest in WRISC