

BIZLINK

ADVICE FOR APPLICANTS

Thank you for your interest in applying to work with BIZLINK.

Please ensure you read the position's Job Description and address the Selection Criteria in the Seek Ad using the Cover Letter. Full versions of Job Descriptions and Selection Criteria are available at www.bizlink.asn.au/news-info.php under the Positions Available section.

APPLICATIONS

Apply for the position on www.seek.com.au

To be considered your application needs to include:

- The Cover Letter with statements addressing the Selection Criteria in the Seek Ad. Include demonstrated skills and examples of work performance if relevant. Please be concise and factual, the Cover Letter is limited to 5000 characters.
- Resume or Curriculum Vitae, which provides your personal details, qualifications and work history.

INTERVIEW SELECTION

Applications will be considered for an interview based on responses to the selection criteria. An interview will only be offered if you are able to clearly demonstrate that you meet all the essential selection criteria for the position.

Application for Employment

If you are offered an interview you will be required to complete an Application for Employment form including the names and contact details of two referees – recent employers preferred. You can get this from the www.bizlink.asn.au/news-info.php under the Positions Available section.

INTERVIEWS

Interview questions are based on the selection criteria. You will be required to provide examples of work situations where you applied the required knowledge, skills and abilities. A selection panel will take notes to assist in recalling your details when making its decision.

POLICE CERTIFICATE AND WORKING WITH CHILDREN CHECK

If you are the successful applicant a National Police Certificate will be required and a Working with Children Check may be required, depending on the position. The Policy on Police Checks for Employees and Volunteers is available at www.bizlink.asn.au/standards-and-policies.php within the Policy Manual. International checks will be required if relevant.

LODGING YOUR APPLICATION

All applications are to be completed online via the Seek Ad. Late applications will not be accepted.

ENQUIRIES & ADVICE ABOUT SELECTION

For information about the position, or progress of the selection process, please telephone 1300 780 789 or email jobs@bizlink.asn.au queries will be directed to the relevant manager. You will only receive advice about your selection if you secure an interview. Shortlisting is ordinarily undertaken within one week of the closing date.

BIZLINK

SALARY INFORMATION

WAGE

BIZLINK engages employees under the Labour Market Assistance Industry Award 2010. Employees may be offered an Individual Flexibility Agreement as BIZLINK aims to provide competitive employment conditions with reference to industry benchmarks.

PROBATION

A three month probation period is used to ascertain the skills and ability to perform the requirements of the position. Dismissal of the employee during this period is exempt from the termination of employment provisions. BIZLINK may extend the probation period to 6 months if deemed necessary.

SALARY RANGE

Please refer to advertised vacancy.

SALARY SACRIFICE

Upon receipt of a Salary Sacrifice Payroll Deduction Authority signed by the employee, BIZLINK may deduct an amount from the employee's gross salary, to be applied as directed by the employee in accordance with the Salary Sacrifice Payroll Deduction Authority, provided that the benefit does not exceed the grossed up value of \$30,000 per annum.

The employee's entitlement to salary sacrifice is as per the Contract of Employment.

INCREMENTAL PROGRESSION

At the conclusion of each 12 month period following the anniversary of employment, employees may be eligible for incremental progression if on assessment, it is determined that:

- You have given satisfactory performance over the preceding 12 months; and
- You have acquired and are required by the employer to utilise new and/or enhanced skills.

MOTOR VEHICLE

A motor vehicle may be available for use by the employee, strictly in accordance with, and subject to adherence to, the terms and conditions of the Policy on Motor Vehicle Use. A Motor Vehicle Employee Contribution is payable for private use.

MOBILE PHONE

A mobile phone may be available for use by the employee, strictly in accordance with, and subject to adherence to, the terms and conditions of the Policy on Provision and Use of Information Technology.

COMPUTER

A computer may be available for use by the employee, strictly in accordance with, and subject to adherence to, the terms and conditions of the Policy on Provision and Use of Information Technology.

POLICES

Copies of all policies referenced are available at www.bizlink.asn.au/standards-and-policies.php within the Policy Manual.

BIZLINK CHARTER AND VALUES

CHARTER

Quality employment for people with a disability

VALUES

People with a disability:

Have a right to work in open employment regardless of the extent or severity of their disability

Must play a central role in planning their own careers, in conjunction with their families and significant others

Have a right to receive individualised support to become competent and valued employees

Have a right to a fair day's pay as have employers a right to a fair day's work

Need only the desire to work, support from significant others, realistic career choice and access to training and support to succeed in open employment

Have a right to privacy, confidentiality and respect in all their dealings with the service