

# BIZLINK Advice for Applicants

Thank you for your interest in applying to work with BIZLINK. Please 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 on our website at [www.bizlink.asn.au/join-our-team.php](http://www.bizlink.asn.au/join-our-team.php)

## POLICIES

Copies of all policies referenced are available on our website at [www.bizlink.asn.au/standards-and-policies.php](http://www.bizlink.asn.au/standards-and-policies.php) within the Policy Manual.

## APPLICATIONS

Apply for the position on [www.seek.com.au](http://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, with your personal details, qualifications and work history.

All applications must be completed and lodged online via the Seek Ad. Late applications will not be accepted.

## INTERVIEW SELECTION

An interview will only be offered if you 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. Available on our website at [www.bizlink.asn.au/join-our-team.php](http://www.bizlink.asn.au/join-our-team.php)

## 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.

## EMPLOYEE SCREENING

Employee Screening is as per the Policy on Employee Screening Checks. If you are the successful applicant a National Police Certificate and NDIS Check is mandatory. A Working with Children Check may be required, depending on the position. International checks will be required if relevant.

## ENQUIRIES

For information about the position, or progress of the selection process, please telephone **1300 780 789** or email [jobs@bizlink.asn.au](mailto: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.

## WAGE

BIZLINK engages employees under the Labour Market Assistance Industry Award 2020. Employees may be offered an Individual Flexibility Agreement as BIZLINK aims to provide competitive employment conditions with reference to industry benchmarks.

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## **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 SACRIFICE**

Upon commencement, you will be contacted directly by AccessPay who will provide you with options for salary sacrificing. BIZLINK will deduct your salary sacrifice amount from your fortnightly pay, then forward the amount to AccessPay who will administer the payment of your salary sacrifice as per your instructions to them. The employee's entitlement to salary sacrifice is as per the Contract of Employment.

## **INCREMENTAL PROGRESSION and LEAVE**

Incremental progression is as per the Policy on Employee Training and Appraisal. Employee leave provisions are as per the Policy on Employee Leave.

## **MOTOR VEHICLE**

A motor vehicle may be available for use by the employee as per the Policy on Motor Vehicle Use. A Motor Vehicle Employee Contribution is payable for private use.

## **MOBILE PHONE and COMPUTER**

A mobile phone and a computer (laptop) may be available for use by the employee, as per the Policy on Information Technology and Cyber Safety. All employees are required to acknowledge the Information Security Declaration.

## **EMPLOYMENT HERO APP**

BIZLINK uses the Employment Hero app to manage HR, Performance and Payroll. HR will provide the successful applicant with a login to complete relevant induction documents.

## **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 individualized 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