

BIZLINK

ADVICE FOR APPLICANTS

Thank you for your interest in this position.

Please ensure you read the position's Job Description and address the Selection Criteria.

APPLICATIONS

Your application should include:

- A statement addressing each of the Selection Criteria, including demonstrated skills and examples of work performance if relevant. Please be concise and factual, no more than 4 pages, no smaller than 12-point font
- Resume or Curriculum Vitae, which provides your personal details, qualifications and work history
- A completed Application for Employment form including the names and contact details of two referees – recent employers preferred

INTERVIEW SELECTION

Applications will only be considered for an interview if the selection criteria have been appropriately addressed.

An interview will only be offered if you are able to clearly demonstrate that you meet all the essential selection criteria for the position.

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.

OTHER INFORMATION

A National Police Certificate will be required and a Working with Children Check may be required if you are the successful applicant. The BIZLINK Policy on Police Checks for Employees and Volunteers is available on request.

LODGING YOUR APPLICATION

| Post | Email |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| The Managing Director BIZLINK PO Box 284 Joondalup WA 6919 | jobs@bizlink.asn.au Put position applied for in subject box e.g. Job Application Support Coordinator |

All applications are to be addressed to the Managing Director and must reach BIZLINK by no later than 5.00 p.m. on the closing date. Late applications will not be accepted.

ENQUIRIES

For information about the actual duties and the nature of 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.

BIZLINK APPLICATION FOR EMPLOYMENT

Applicants are considered for employment and promotion without regard to race, age, sex, sexual orientation, gender history, marital status, family status and responsibility, political and religious conviction, impairment or pregnancy.

This is a form that you can type in or print and hand write on.

| | | | |
|-----------------------|------------------------------------|------------------------------------|---------------------------------|
| Name: Title | | | |
| Position Applied For: | | | |
| Employment Basis: | Full-time <input type="checkbox"/> | Part-time <input type="checkbox"/> | Casual <input type="checkbox"/> |

PERSONAL DETAILS

| | | | |
|---------------------------|--|---------|--|
| Address: | | | |
| Home Phone: | | Mobile: | |
| Date of Birth (optional): | | | |

DRIVER'S LICENCE

| | | |
|--------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| Do you have a current driver's licence? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have any driving convictions (not infringements)? If yes, please provide details | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Can you provide your own vehicle if required? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

OTHER

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| Are you an Australian Citizen? Note: to be eligible for employment, applicants must have the appropriate work visa or have permanent residency status. A copy of a current work visa is required. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you ever been convicted of any offence, in any court? If yes, please provide details | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you agree to a National Police Certificate and Working with Children Check? Please note these are essential to employment at BIZLINK | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| To the best of your knowledge are you of sound health? If no, please provide details | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you take any medication that may affect your ability to do the job? If yes, please provide details | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A disability or injury is not a barrier to employment. However, to assist you in your placement please indicate: Do you have a disability or injury that is likely to affect your work performance? If yes, please provide details | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

BIZLINK APPLICATION FOR EMPLOYMENT

REFERENCES Three referees are required. At least two of these referees should have been your immediate supervisor in your past or existing role.

| Contact Name | Employer | Contact # |
|--------------|----------|-----------|
| | | |
| | | |
| | | |

APPLICANT DECLARATION

By checking this box, I declare the above statements to be true in all respects. I acknowledge that any information which is found to be false or misleading may lead to dismissal

BIZLINK

SALARY INFORMATION

WAGE

Employees of BIZLINK are employed 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.

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 copy of the policy is available on request. 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. A copy of the policy is available on request.

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. A copy of the policy is available on request.

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