



Upper Great Southern Family Support Association Inc

Policy On RECRUITMENT

Date Adopted: July 2002

Date Last Revised: 3rd of July 2012

Review Date: July 2013



Upper Great Southern Family Support Association Inc

Policies and Procedures

Policy and Procedure: Recruitment	Date of Last Review: 3rd of July 2012
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Recruitment

Purpose of this Policy

The agency is committed to ensuring that the best employees are recruited into the agency by operating a fair, open, merit based recruitment and selection system that assesses prospective employees against appropriately developed duty statements and selection criteria and is complemented by formal reference check and police clearance procedures.

The Policy

The purpose of this policy is to set out recruitment and selection procedures for the agency. The policy recognises the agency's legal and moral obligations under legislation. UGSFSA will not take adverse action against an employee or prospective employee because of a person's race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin.

Responsibilities

Management:

- Provide new employees with a copy of the agency's Policy on Recruitment.
- Keep Duty statements and selection criteria for all positions in an appropriate human resources file.
- Advertise vacant positions externally in the appropriate newspaper, unless otherwise authorised by the Board of Management.
- Provide prospective applicants with a copy of the duty statement and selection criteria for the position along with a brief overview of the agency's operations.
- Appoint a selection panel of at least 3 people for each vacant permanent position.

- Short-list on the basis of written applications.
- Conduct formal interviews keeping a written record of interview responses.
- Select the most suitable candidate on the basis of merit. If no candidate was found to be suitable, the position is to be re-advertised.
- Contact referees
- Ensure Police and Family and Children's Services checks are undertaken and that Senior First Aid certificates are current and up to date.
- Issue a formal offer of appointment

Procedures

The following procedures are to be implemented to ensure that the agency meets its policy objective of recruiting the best employees.

The agency will:

1. Maintain written duty statements and selection criteria for all positions in the agency.
2. Ensure that applicants are advised that employment with UGSFSA is subject to providing a satisfactory National Police Clearance of no less than 3-months in age. The inability to do so will result in their application for a position with UGSFSA not being progressed. The cost of this is to be borne by the applicant.
3. Ensure that applicants are advised that a current Senior First Aid certificate will be required prior to gaining employment with UGSFSA. The cost of this is to be borne by the applicant.
4. Except at the discretion of the Board of Management, advertise all vacant positions in the newspaper that has the widest circulation in the agency's area of operation.
5. Provide all prospective applicants with a copy of the relevant duty statement and selection criteria along with a brief overview of the agency's operations.
6. Require all applicants to address all of the selection criteria in their written application.
7. Assemble a selection panel of no less than three persons drawn from the Board of Management, staff of the agency and/or service users of the agency or their family members or an independent agency for permanent positions.
8. Short-list all applicants for interview who have demonstrated in their written application that they meet all of the selection criteria that are essential to the position.
9. Establish a standard set of interview questions that enables the selection panel to establish the degree to which the short-listed applicant's best meet the selection criteria.

10. Conduct interviews in an appropriate setting and, as far as practicable, on the same day or consecutive days. On day of interview, applicants are to complete an Expression of Interest for Employment Form.
11. Make summary notes on applicants' responses to questions.
12. Consider all short-listed applicants' responses to prepared questions and recommend the candidate who best meets the selection criteria for the position or, if no candidate meets the required standards, re-advertise the position.
13. Contact at least two of the recommended candidate's referees explaining the nature of the agency's activities, the position that is being sought and seeking the referees' assessments of the recommended candidate with respect to fulfilling the duties of the position and to verify the recommended applicant's claims against the selection criteria.
14. Prepare a brief referees' report on the recommended candidate's suitability for the position.
15. Subject to satisfactory referees' reports, prepare a conditional Offer of Appointment to the recommended candidate including a commencement date, conditions of employment, commencement salary, and asking them to provide a current police clearance.
16. Subject to satisfactory police clearances (in accordance with the Policy on Staff Clearances)
17. Subject to a satisfactory Working with Children Check invite the successful applicant to formally accept the offer of appointment under the conditions described in the letter. The cost of this will be borne by UGSFSA (in accordance with the Policy on Staff Clearances).

Note: Breaches of this Policy will lead to disciplinary action and/or possible termination of employment.

Relevant Forms & Documentation:

Expression of Interest for Employment Form

Duty Statement

Written Record of Interview questions

Formal letter of Appointment

Selection Criteria

Working with Children Check Application Form

REVIEW OF THE POLICY

This policy will be reviewed on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.



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EXPRESSION OF INTEREST FORM

Position Applied for:.....

Surname: Given Names:.....

Date of Birth

Address:
.....

Home Telephone Number: Mobile

Telephone.....

Are you legally permitted to work in Australia? Yes No

Police Clearance

It is a condition of employment that a current (no older than three months) National Police Clearance be provided. Please attach clearance to this application. Yes

It is a condition of employment that you have not committed, been charged or been found guilty of any criminal offence in the last 70 days. Declaration signed Yes

Drivers Licence

Do you have a current Western Australian Drivers Licence? Yes No

What Class of Drivers Licence do you have?

Are you able to drive a manual vehicle? Yes No

Please attach photocopy of licence with application

Licence attached Yes

First Aid

Do you have a current first Aid Certificate? Yes No

If yes, please attach copy of certificate



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EXPRESSION OF INTEREST FORM

Education and Qualifications:

Year from/to	Name of school or college	Standard attained / qualification
.....
.....
.....

Please tick any boxes indicating relevant qualifications

- Certificate 3 Disability
 Diploma Human Service
 Teaching
 Special Education
 Enrolled Nursing
 Personal Care Certificate

Other relevant qualifications or certificates (please attach copies):

Please tick boxes indicating any relevant training course or workshops you have attended:

- Auslan/Makaton Sign
 Manual Handling
 Medication Administration
 SmarThinking
 Challenging Behaviours
 Acquired Brain Injury
 Diabetes
 Autism
 Disability Awareness
 A house Suburbs (Nulsen Haven)
 Understanding Difficult Behaviours (Nulsen Haven)
 Non Violent Communication
 Other (Please List).....

.....



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EXPRESSION OF INTEREST FORM

Employment History:

(Please start with your present or most recent employment and work backwards)

(1) Date (from - to)	Name and address of employer
.....
Reason for leaving	Position held & main duties
.....

(2) Date (from - to)	Name and address of employer
.....
Reason for leaving	Position held & main duties
.....

Relevant Employment Experience:

Please tick any boxes indicating relevant employment experience working with people with the following types of disability

Intellectual Disability Hearing/Visual impairment Physical disability

Dementia High Support Needs Cerebral Palsy

Autism Mental Health illness Challenging Behaviours

Acquired Brain Injury Other disability (Please list).....

Other (Please list).....



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EXPRESSION OF INTEREST FORM

Additional Information:

(Please add here any additional information relevant to the position eg. skills and personal experiences and knowlegde.etc).

.....
.....
.....
.....
.....

Work Availability and Requirements:

You may be required to work at the following times (Please tick your availability)

Day shifts (9am-5pm) **Yes** **No**

Evenings (5pm-10pm) **Yes** **No**

Night shift: (5pm O/N- 9am) **Yes** **No**

Weekends **Yes** **No**



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EXPRESSION OF INTEREST FORM

Health

Please provide details of any previous or current medical condition or restriction, physical or otherwise, which may affect your ability to perform the essential requirements of the job.

This must include any medical condition or restriction arising from a previous workers' compensation claim. Failure to provide such information may jeopardise your rights to workers' compensation if a pre-existing disability is aggravated at work (Section 79 of the *Workers' Compensation and Rehabilitation Act 1981*).

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Disclosure of a medical condition or restriction does not necessarily exclude an applicant from employment

When could you commence employment with us?
.....



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EXPRESSION OF INTEREST FORM

Referees:

(Please provide the names, addresses and telephone numbers of three persons as work related referees from whom confidential reports may be obtained)

- 1.
.....
- 2.
.....
- 3.
.....

Declaration by Applicant:

- 1. I understand that any misrepresentation of facts in this application could be cause for termination if employed.
- 2. I consent to any reference checks which may be necessary to support this application.
- 3. a) I declare that I **HAVE / HAVE NOT** had any criminal convictions recorded against my name in the last 70 days.
b) Please provide details of any convictions that have been recorded in last 70 days
.....
.....
- 4. a) I declare that I **HAVE/ HAVE NOT** any criminal charges currently pending for trial in the criminal justice system.
b) Please list any current criminal charges

I, hereby declare that the information contained in this application is to the best of my knowledge true and correct.

.....
Signature of Applicant

.....
Date

Privacy: Your application form contains personal information, which will be dealt with in accordance with our Privacy Policy. If you are successful, your form will become an employment record. If you are unsuccessful your application form will be kept for six months before being destroyed.

