



## EMPLOYMENT &/OR VOLUNTEER APPLICATION INFORMATION

Thank you for your interest in employment or becoming a Volunteer at Longridge Aged Care.

Your application is very important to us. You will find below some more information and a form that we required to be completed & returned to us.

**Please read this document thoroughly**, complete the **Application for Employment/Volunteer** form, attach requested documentation & return to the Human Resource Manager at Longridge Aged Care (*refer to details on the following page*)

### **For your information:**

#### ***Employment***

- Longridge Aged Care operates an in-house recruitment process for all vacancies. If a position becomes available, advertisements are placed with Local Newspapers and on the Longridge Website under careers. If you have a current Resume (Curriculum Vitae) lodged with Longridge & you meet the minimum requirements that we need for our available work, we will contact you & supply you with a Position Description.
- Most of our positions have a minimum requirement &/or essential skills that we require staff to have, eg Enrolled Nurses must be a registered Enrolled Nurse with a current practicing certificate AND all staff & Volunteers must have a National Police Check.

#### ***Education***

- If you currently do not have the base requirement of one of our positions there are some options available to you:
  - Register your interest & if you meet our requirements, if/when a funding round is available we will apply for a funded place for you to be educated in your nominated area.
  - Undertake the education yourself, externally. We support local students with placement &/or documentation support.

#### ***Volunteer***

- If you are looking at becoming a Volunteer we would love to have you as part of the team! We need to know a lot about you to ensure that we can utilise your skills & knowledge to complement our Employees & Programs in place and to ensure that you get out what you want out of being a Volunteer. We need to meet

our Duty of Care & Legislative Requirements, so first step is a Police Check, then you will receive an orientation & then we will incorporate you into Longridge.

**Completing your Application** - Please provide the following documents:

- **Application for Employment/Volunteer**
  - Complete pages 3 to 5 of this document.
  
- **Write a Covering letter** that includes:
  - Expression of interest for position available OR outlining your request (*Employment, Education or Volunteer*)
  - Supply sufficient information to demonstrate that your capabilities fulfil the requirements of the position. You do not need to provide a specific statement addressing each selection criteria in the Position Description; however, you may do so.
  
- **Résumé (Curriculum Vitae)** that includes
  - your personal details (full name and address)
  - Qualifications relevant to the position, are you are seeking
  - Employment history, employment experience, other relevant experience and major achievements.
  - Referees and feedback from clinical placement and lecturers attained during studying
  
- **Police Check** these are valid for 3 years, if you do not have a current one - you will need to apply for one:
  - If you are a suitable Volunteer then we can help with the paperwork & cost. If you are a Work Experience Student or under the age of 18 a Statutory Declaration will be required instead.
  - If it is for employment/education purposes we can help with the paperwork but the cost is your own responsibility.
  - *A Police Check can be applied for through the Longridge Office, please ensure you bring Photo ID with you & make an appointment with the Administration Staff prior to appearing.*

**Submitting Your Application**

**Email** Save your document in a common format e.g. Microsoft Word (.doc), PDF or Rich Text Format (.rtf)

- Attach your Application for Employment form, Covering Letter, Résumé and any supporting documentation and e-mail to the Human Resource Manager on [dgurney@longridge.org.au](mailto:dgurney@longridge.org.au) or alternatively [longridge@longridge.org.au](mailto:longridge@longridge.org.au)

You will receive a confirmation email on receipt of your electronic application.

**Mail**

- Address your covering letter to the Human Resource Manager.
- Your application needs to reach Human Resources by 5:00 pm on the closing date. If you are making a general application then please ensure it is clear what you are looking for.
- One copy of your Application for Employment form, Covering letter, Résumé and any supporting documentation to:

Human Resource Manager  
Donna Gurney  
Longridge Aged Care  
900 Attiwill Street  
Naracoorte SA 5271

**In Person**

- Deliver one copy of your Application for Employment form, Covering letter, Résumé and any supporting documentation to:

Human Resource Manager  
Donna Gurney  
Longridge Aged Care  
900 Attiwill Street

If you want to meet with the Human Resource Manager you will need to call ahead & make an appointment.  
Please do not include original documents e.g. qualifications, as copies are sufficient.

## Application for Employment/Volunteer:

EMPLOYMENT     EDUCATION     VOLUNTEER

*Please Tick One*

### AREA OF INTEREST:

NURSING/CARING     ANCILLARY (Kitchen, Cleaning, Laundry)  
 GROUNDS     ADMINISTRATION     LIFESTYLE     PHYSIO

### Applicant Information:

#### Applicant Details

**Name** (Given Names)

(Surname)

(Gender)

Female

Male

Trans-gender

**Address**

**Postcode**

**Date of Birth**

**Birthplace** (Town/ City)

**Phone Number** (Home)

(Fax)

(Mobile)

**Email**



Are you willing to undergo a National Police Check	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you willing to submit to and pass a controlled substance test?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you willing to submit to and pass a health and fitness test?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any friends, relatives, or acquaintances working for or living at Longridge Aged Care?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*If yes, state name & relationship*

Have you applied to/worked or Volunteered at Longridge Aged Care before?

Yes

No

*If yes, please explain (include date/s)*

Is there any physical or medical reason that would impact on you working at Longridge Aged Care?

Yes

No

*If yes please detail, information will remain confidential. If no please leave blank*

# Privacy Authorisation and Declaration

If successful in a job interview, education &/or acceptance for volunteer work. I ..... hereby authorise Longridge Aged Care to contact the referees nominated by me, for the purpose of confirming my employment history, work skills and abilities and other information to assist in the assessment of my application.

I declare that any information I have provided to Longridge Aged Care in applying is complete, accurate and correct, and I have not omitted any information that would affect the decision for me to join the Longridge Organisation.

I understand that if I am successful in my application and it is subsequently discovered that information I have provided is not complete, accurate or correct or I have failed to disclose information that could have had an impact on Longridge's decision for me to join the organisation, it be terminated.

Signature .....

Date .....

<b>Referee Name</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>Telephone Number</b>	
<b>Email</b>	

<b>Referee Name</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>Telephone Number</b>	
<b>Email</b>	

Longridge Aged Care will treat all information obtained in a strictly confidential manner and will not release any information to any other party unless authorisation to do so has been obtained from the applicant.

*Thank you again for your interest in joining the Longridge Aged Care Organisation!*