



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 People & Culture Manager at Longridge Aged Care (*refer to details on the following page*)

For your information:

Employment

- Most of our positions have a minimum requirement &/or essential skills that we require staff to have, e.g. Enrolled Nurses must be a registered Enrolled Nurse with a current practicing certificate AND all staff & Volunteers must have a National Police Check, three COVID Vaccinations and current Fluvax.

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, that 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.

- **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 email to the People & Culture Manager on anikkerud@longridge.org.au or alternatively longridge@longridge.org.au
You will receive a confirmation email on receipt of your electronic application.



Mail

- Address your covering letter to the People & Culture Manager.
- Your application needs to reach People & Cultures 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:

People & Culture Manager

Alicia Nikkerud

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:

People & Culture Manager

Alicia Nikkerud

Longridge Aged Care

900 Attiwill Street

Naracoorte SA 5271

If you want to meet with the People & Culture Manager you will need to call ahead & make an appointment.

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:

Name (Given Names)

(Surname)

(Gender)

Female

Male

Trans-gender

Address

Postcode

Birthplace (Town/ City)

Date of Birth

Phone Number (Home)

(Fax)

(Mobile)

Email

Are you up to date with vaccinations - x 3 COVID and this year's flu vaccination?

Yes	No
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Are you willing to undergo a National Police Check?

Yes	No
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Are you willing to submit to and pass a controlled substance test?

Yes	No
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Are you willing to submit to and pass a health and fitness test?

Yes	No
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Do you have any friends, relatives, or acquaintances working for or living at Longridge Aged Care?

Yes	No
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If yes, state name & relationship

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

Yes	No
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If yes, please explain (include date/s)

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

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

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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

Referee Name	
Position	
Organisation	
Telephone Number	
Email	

Referee Name	
Position	
Organisation	
Telephone Number	
Email	

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!