



# Application for Employment

Position Applied for: .....

**PERSONAL DETAILS**

First Name: ..... Middle Name: ..... Surname: .....

Street Address: .....

Postal Address: .....

Home number: ..... Mobile: .....

Email Address: .....

**Please select your employment eligibility status in Australia:**

- Citizen       Temporary Resident with work visa       Permanent Resident       None

*We will require the applicant to supply evidence of the right to work in Australia should an interview take place. The acceptable forms of evidence are: Australian Citizens-Australian passport OR Australian birth certificate and photo identification OR Australian Citizenship Certificate and photo identification, OR Certificate of Evidence of Citizenship and photo identification. Visa Holders - Passport*

**How would you rate your English fluency level?**     Fluent     Assistance required

**Have you got your driver's licence?**                       Yes       No

**PRE EMPLOYMENT SAFETY SCREENING CHECKS**

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

**Do you have a current Working with Children Check?**                       No                       Yes (Please provide a copy)

**Do you consent to having your details checked against the DHHS Disability Worker Exclusion Scheme List?**  
 No                       Yes

**Do you consent to having your details checked against the DHHS Carer Register?**  
 (Applicable if seeking employment in Out of Home Care only, see last page for details)  
 No                       Yes

*If yes, please answer the following questions, which are required for your check.*

**Indigenous Status:**     Torres Strait Islander     Aboriginal     Both TSI & Aboriginal     Neither

**Any previous given names: 1)** ..... **2)** .....

**Any previous surnames: 1)** ..... **2)** .....  
 Previous     Maiden     Previous     Maiden

**EDUCATION DETAILS**

**What is your highest achieved qualification?**

- High school       Certificate                       Diploma       Degree       Degree or above

Provide details here: .....  
 .....



**What, if any, field-related training qualifications are currently held, please select;** (please provide copies of certificates)

- First Aid Certificate Level II     Certificate III in Disability     Certificate III in Aged Care
- Certificate IV in Disability     Advanced Diploma in Disability     Workplace Training & Assessor
- Other:.....  
.....

**DECLARATION**

(Please tick each part to the declaration once understood and agreed)

- I certify that the particulars contained in this application are correct.
- I give ASTERIA the right to verify information contained in this application with my former employers.
- I have seen a copy of the Position Description and am able to perform these duties in full.
- I understand that any misleading information may jeopardise my employment.
- If employed by ASTERIA, I agree to:
  - Work in accordance with the Award under which I am employed, if applicable.
  - Abide by the rules and regulations of **ASTERIA**.

**Signature of applicant** .....

**Date** .....

**Comments**.....  
.....  
.....

**Please attach a copy of your resume, outlining your previous employment history, including copies of your qualifications and three (3) professional referees.**

## Disability Worker Exclusion Scheme Information

This information is intended for persons seeking employment where direct support will be provided to clients in disability residential services and provides information about the Victorian Government's Disability Worker Exclusion Scheme.

### Who does the Disability Worker Exclusion Scheme apply to?

The Disability Worker Exclusion Scheme applies to all people who are employed by a registered Disability Service provider and has direct contact or access to a person with a disability.

### What is the Disability Worker Exclusion List?

The Disability Worker Exclusion List (the list) is a list of people who have been assessed by the department as being unsuitable to work in a direct support role at a disability residential service that is provided, funded or registered by the department.

### How would it affect me if my name is placed on the list?

If your name is placed on the list, you are not permitted to work in a direct support role at a disability residential service that is provided, funded or registered by the department.

### Who can be placed on the list?

You can be placed on the list if you meet certain specified criteria and you:

- apply for a job with a disability residential service that is directly provided, funded or registered by the department; or
- if your employment in a direct support role with a provider of disability residential services terminates (regardless of whether this is at your initiative or the initiative of your employer) in circumstances which involve or include matters which satisfy the criteria.

### What are the criteria?

The Disability Worker Exclusion List Criteria (criteria) are set out in the *Disability Worker Exclusion Scheme management instruction 2014* (instruction). They are:

- (a) where a person has been found guilty of any offence, regardless of whether they are imprisoned, which:
  - (i) involves bodily harm,
  - (ii) involves violence or threats of violence,
  - (iii) is of a sexual nature,
  - (iv) involves dishonesty, or
  - (v) involves neglect of a person in their care
- (b) where a person's employment has previously been terminated for conduct which includes abusing a client, sexual misconduct with a client or otherwise placing a client at risk of serious harm, including where such conduct occurred in an area outside disability services, for example in a school or a nursing home, regardless of whether there was a criminal prosecution.
- (c) where a person has been the subject of a workplace investigation because of an allegation relating to conduct falling within paragraphs (a) or (b) above, but has resigned before that investigation has been concluded.
- (d) where there are reasonable grounds to consider that the engagement of the person in a direct support role would represent a risk to the health, safety or welfare of a client, which may include circumstances such as where a person has been found guilty of an offence which does not fall within paragraph (a).

A person only needs to fall within one of the above criteria to be considered for placement on the list.

**If I have previously been found guilty of a criminal offence, does this automatically mean that my name would be placed on the list?**

No. Not all people who satisfy the criteria will have their name placed on the list. In order to have your name placed on the list, it must be determined that your engagement in a direct support role would pose an unacceptable risk for clients.

**If my name is placed on the list, will I be told and what can I do about it?**

You will be notified before your name is placed on the list and you will be provided with an opportunity to object to your name being placed on the list. If, after your objection is received and considered, you are advised that your name will be placed on the list anyway, you may then ask for a review of this decision. Workers can also apply to have their name removed from the List once every three years.

Further information about the placement and review processes is contained in the instruction which can be accessed at [www.dhhs.vic.gov.au/disability-worker-exclusion-scheme](http://www.dhhs.vic.gov.au/disability-worker-exclusion-scheme).

**Where can I get further information?**

Further information is available at the Department of Human Services website at:

[www.dhhs.vic.gov.au/disability-worker-exclusion-scheme](http://www.dhhs.vic.gov.au/disability-worker-exclusion-scheme).

The Disability Worker Exclusion Scheme unit can be contacted at:

**Email:** [DWESU@dhhs.vic.gov.au](mailto:DWESU@dhhs.vic.gov.au)

**Phone:** (03) 9096 3203

## What is the Carer Register?

Under part 3.4 of the Children Youth and Families Act 2005 the Secretary is required to keep a register of all out of home carers. The object of the legislation is to provide increased protection to children residing in out of home care by managing details about disqualified carers or carers under investigation.

The Children Youth and Families Act 2005 requires all approved out of home carers to be registered on the Carer Register.

It is the Secretary's responsibility to provide the Carer Register for use by registered out of home care Community Service Organisations (CSO's).

It is the CSO's responsibility to ensure that all carers who are approved, employed or engaged by their organisation are entered and removed from the Carer Register within the legislated timeframes.

**Who needs to be registered on the Carer Register?**

- Foster Carers
- Residential Carers – All Rostered Staff including Permanent, Part-Time, Casual and Temporary Agency Staff.
- Providers of services to children at an out of home care residence managed by the service