

## Recruitment Process Summary

### Relief Worker / Intake: Casual

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This information is intended to assist you to complete your application for the casual position of Relief Worker / Intake and to understand the WRISC recruitment process.

If you have additional questions about the recruitment process or the position, please contact the designated recruitment contact person or telephone 03 5333 3666.

You should address your application to the designated recruitment contact person at WRISC Family Violence Support, PO Box 1044, Bakery Hill, Vic 3354, or submit via email.

1. Your application must include an application for employment cover sheet, a covering letter outlining how you meet the position requirements and addressing the selection criteria, your resume and details of three referees including at least two professional referees.
2. The closing date/time for applications is ongoing.
3. WRISC will contact you by email to acknowledge receipt of your application.
4. On receipt, applications will be considered against the position requirements and selection criteria. Those candidates who best match the requirements and selection criteria will be contacted for an interview.
5. Unsuccessful applicants will be advised.
6. The selection panel will consist of 2-3 people who will ask applicants a predetermined set of interview questions as well as follow up questions based on applicant's responses to the initial questions.
7. The questions are designed to allow the selection panel to explore your application with you in greater depth and for you to ask any questions you may have about the organisation, the role and employment terms and conditions.
8. After all interviews have been completed, all interviewees will be contacted by telephone to advise the outcome. If interviewees request it, WRISC will provide verbal feedback on their application and interview.

All documentation relating to recruitment is treated in compliance with privacy legislation and only retained for the legislated duration.