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| **Your Application** | | | | | | | | |
| For your application to be considered, WRISC requires that you provide:   * **A cover letter and Resume** * **Brief responses to each of the Key Selection Criteria (see Position Description)** * **This completed Application for Employment Cover Sheet including Applicant Declaration (see last page)** | | | | | | | | |
| **Position Applied For:** | | | | | | | | |
| **Position Title:** | | | | | | | | |
| **Where did you see this job advertised?** | | | | | | | | |
| **Applicant Details:** | | | | | | | | |
| **Title:** | | **Surname:** | | | | | | **Given Name:** |
| **Address:** | | | | | | | | **Post Code:** |
| **Home Ph:** | | **Work Ph:** | | | | | | **Mobile Ph:** |
| **Email:** | | | | | | | | |
| **WWC Card Number:** |  | | | | | |  | |
| *(Candidates are requested to bring WWC Card to interview if available)* | | | | | | | | |
| ***It is a mandatory requirement that all WRISC staff and volunteers hold a valid Working with Children Check (WWC) and undergo a National Police Record Check, prior to commencing employment.*** *New and existing staff must meet the costs of the WCC check themselves.*   * ***Working with Children Check (WWC) –*** *If a current WWC is not available then provisional appointment may be offered to the successful applicant conditional upon a positive outcome of the WWC. The candidate must provide an official receipt proving that application has been made as soon as practicable.* * ***A National Police Record Check –*** *Provisional appointment may be offered to the successful applicant conditional upon a satisfactory outcome of the National Police Record Check. The successful applicant consents for WRISC to make application to the National Criminal History Records check (on-line CrimCheck). If there are disclosures or outcomes then the applicant will need to arrange a full Criminal Record Check through Victoria Police (and meet the cost of such). The candidate cannot commence employment until a satisfactory outcome is known.* | | | | | | | | |
| **Other Information** | | | | | | | | |
| 1. **Do you have any pre-existing injuries or illnesses that may preclude you from completing the inherent requirements of the role?**   **No**, I do not have any pre-existing injuries or illnesses that may be affected by the nature of proposed employment or preclude me from completing the role.  **Yes**, I have the following pre-existing injuries/illnesses that may be affected by the nature of proposed employment.   |  |  | | --- | --- | | If you answered YES please provide details: |  | |  | | |  | |   If you fail to disclose the above information or if you make a false or misleading disclosure, then Section 82 of the Accident Compensation Act 1985 will apply. If Section 82 applies then you will not be entitled to workers’ compensation for any recurrence, aggravation, acceleration, exacerbation and deterioration of a pre-existing injury or disease.   1. **Are you legally entitled to work in Australia?** Yes No  |  |  | | --- | --- | | If you answered NO please provide details: |  | |  | | |  | |   **Declaration:**   1. I have read, completed and understand this document (\*clarification to any item not understood may be directed to the Business Operations Manager). 2. I understand that my appointment is subject to satisfactory outcomes of Working with Children (WWC) and National Police Record Check. I agree to allow WRISC to obtain and record the outcomes of the National Police Record Check and will provide a copy of the WWC when available. 3. I understand and agree that if I become an employee of WRISC: 4. Further personal information may be required for personnel records. 5. I will be required to maintain confidentiality, and not to disclose to any unauthorised person during my employment, or at any time thereafter, any information confidential to WRISC. 6. I must comply with all reasonable directions, the Code of Conduct and the policies and procedures of WRISC including OH&S, use of computer equipment and security. 7. All intellectual property originated by me in the course of or arising out of my employment including all inventions, designs, technology developments or improvements to equipment and the copyright worldwide in all software, literature and artworks, will be the property of WRISC and I shall, when requested, do all things necessary to secure and protect the organisation’s ownership rights. 8. I will not copy, reproduce, make available to any other party or in any way use except in the course of my employment, any written material or computer software to which I have access by reason of my employment unless the written consent of WRISC is first obtained. 9. My employment is subject to a six month probationary period. | | | | | | | | |
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| ***Signature:*** | | | | | | | | |
|  | | | | | |
| ***Print Name:*** | | | | | | | | |
| Click here to enter a date. | | |  | | | | | |
| ***Date:*** | | | | | | | | |
| **Address Applications To:** mark as **‘Confidential’** | | | | | | | | |
| **By Email:** *applications@wrisc.org.au*  *If you are emailing your application, please include this Application for Employment Cover Sheet in your email / cover letter to indicate your consent.* | | | | | **By Post: Yvette Gunn, Business Operations Manager**  WRISC Family Violence Support Inc.  PO Box 92  Ballarat 3353 | | | |
| **WRISC – Safety, Equality and Opportunity for all people**  Thank you for your interest in WRISC | | | | | | | | |