

Application for Employment: Confidential

This application will remain on our system for 12 months, after which it will need to be updated and re-submitted to remain on our records for consideration. The information provided will be used to assess your suitability for an interview. Therefore please take your time with the application, to ensure all information is accurate, legible, and well considered. Applications are accepted from persons regardless of sex, race, ethnic background or physical disability.

Personal Details			
Title:	Dr Mrs Mr Miss Ms	Surname:	
First Names:			
Preferred name (if applicable):		Date of Birth:	
Work Phone		Mobile:	
Home Phone:		Email:	
Citizenship	If you are not a permanent Australian Citizen please detail your visa type and expiry date:		
Ability	Do you have a disability, please provide brief details here:		

Pre-Employment Essential Criteria				
<i>(Applicants need to meet these criteria or be working toward achieving them at the commencement of their employment)</i>				
Applicants are required to pass a criminal history screening with the Screening Unit of the Department of Human Services (DHS) before being accepted for employment with Nganana Inc.				
All applicants require a current South Australian drivers license to be considered for employment with Nganana Inc.				
All applicants require a current Senior First Aid Certificate before they can commence employment with Nganana Inc.	Status of Senior First Aid Certificate (tick one)			
	Have Current	Need Update	Currently Studying	No but willing to study asap

All applicants are required to have, or be willing to achieve industry minimal educational requirements of working in human services (within 3 months of accepting a position with Nganana Inc): a Certificate III in Community Services, Disability or similar.	Status of minimal educational requirements (tick one)			
	Have Current	Need Update	Currently Studying	No but willing to study

Previous Experience	
Please detail any experience you have had looking after people in need. This can be from personal or paid experiences.	
Area of Experience	Details of Experience
Aged	
Youth	
People with Mental Health concerns.	

Acquired Brian Injury	
Intellectual Disability including Autism.	
Physical Disability	
Culturally Diverse Backgrounds	
Include here any other information relevant to your experiences working with people in need of support (Please include your personal values). ----- ----- -----	

A large rectangular area with a dashed border, intended for handwritten notes or a list of items.

Education (Include all courses attained and those partially completed)			
Qualification/Name of Course	Date Completed	Still Studying (tick)	Partially Completed: Year left course

Medical History

Failure to disclose pre-existing medical conditions could lead to the organisation breaching Workplace Health and Safety & Legislation and place a worker at risk.

Have you any injuries that will hinder you performing manual handling duties?

YES NO

Staff are required to have an ability to work under pressure, work with a potentially difficult client base, meet important timelines, and routinely engage with clients and other staff whenever necessary. Is there anything in your medical history that would prevent you from meeting this requirement?

YES NO

If there is a "Yes" answer to either of the above questions please provide details below:

Availability

Please provide your availability by ticking in the appropriate boxes below:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0600 to 0900							
0900 to Middy							
Middy to 1700							
1700 to Midnight							
Overnight							

Submitting the Application

1. Download and fill out the application form. If additional information does not fit in the space provided write onto a separate piece of paper and attach to your application.
2. Attach supporting documentation.
3. Attach a resume (with employment and education histories).
4. Post to PO Box 3202 Port Adelaide, SA 5015, or email to admin@nganang.org.au.

Assessment of applications may take up to four weeks. We will respond in due course to inform you of the outcome of any recruitment activity.