



Thank you for considering applying for a position at Glenview.

Preparing Your Application

It is important to clearly identify the position for which you are applying. Please read the Glenview employment page and the position description carefully.

If you have any queries about the position please call the Administration Department on 6277 8800.

Applications should be addressed to:

**Human Resource Manager
Glenview
2-10 Windsor Street
GLENORCHY TAS 7010**

Application Form

In order for us to consider your application you must provide complete information in answer to each question unless otherwise advised.

Covering Letter and Resume

Please include a short covering letter in support of your application for employment. We prefer that you attach a current resume with copies of relevant courses or academic qualification(s). Please note that your qualification(s) should be copies and not originals.

Selection Criteria

Please write statements that promote your capabilities against each of the selection criteria listed in the position description, and this must be attached to your application.

What is the Selection Process?

Glenview takes selection process very seriously and we understand that no-one is perfect. The selection process is multi-staged and based on merit at each stage:

1. your written application must be received by the due date, including addressing the selection criteria of the position
2. strong applications result in an invitation to attend suitability testing for Glenview
3. short-listed candidates are invited to a formal interview, then
4. further reference and employment checks are conducted before
5. a formal employment contract offer is made to the selected candidate

If your application results in an invitation to attend suitability testing we will telephone you to arrange a mutually convenient time to undertake the testing.

**GLENVIEW
COMMUNITY
SERVICES INC.**



**EMPLOYMENT
APPLICATION FORM**

All information provided on this form is 'Confidential' and will be treated as per requirements of the Privacy Act, 1988.

APPLICATION FOR (NAME OF POSITION) _____

DATE: ___ / ___ / ___

NAME: Miss () Mrs () Ms () Mr ()

SURNAME: _____

FIRST NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ **MOBILE:** _____

DATE OF BIRTH: ___ / ___ / ___

EMERGENCY CONTACT: *(Name, Contact Number, Relationship)*

1. _____

2. _____

EMPLOYMENT HISTORY: *(Start with the most recent position – Name and Address of Employer, Length of Service, Position Held, Nature of Work)*

REASONS FOR TERMINATING LAST EMPLOYMENT: _____

Glenview has many connections to community groups and values other languages.

DO YOU SPEAK ANY LANGUAGES OTHER THAN ENGLISH? Yes No

WHICH LANGUAGES? _____

REFEREES: *(Please provide the names and contact telephone numbers of at least three people who will provide a reference as to your recent work experience and skills. At least one of your referees must be either your current or immediate past supervisor)*

1. _____

2. _____

3. _____



PRE-EMPLOYMENT HEALTH QUESTIONNAIRE

The following questions are asked in order to ensure that Glenview is able to provide the safest and most appropriate work place and employment conditions for all its employees, and ensure safe service delivery for its clients..

SURNAME:	FIRST NAME:	AGE:	
APPLICATION FOR POSITION:			
<p><i>Please attach any additional information you wish to explain your situation and any health condition you believe may be affected by your work. I declare the following as part of my application.</i></p>		Please Tick Appropriate Column	
		YES	NO
I can deliver client services in both indoor and outdoor settings in variable environmental conditions.			
I have no skin conditions which would prevent me from consistent use of standard infection control precautions including hand washing and wearing of relevant personal protective equipment (such as medical gloves, hair nets or as listed in the position description)			
I declare that I have no contagious conditions which could cross infect Glenview clients – including such acute (short-term) conditions as gastroenteritis which would preclude employment for an exclusion period only.			
I have no significant sensitivity to normal environmental allergens – such as dust mites, flowers or pets – which form a regular and unpredictable part of Glenview environment.			
I declare I have read the position description and the inherent physical requirements listed in it.			
I declare that I can perform all of the inherent physical requirements listed in the position description without concern.			

If you have answered NO to one or more of the above questions, please explain your situation and attach information which will help us understand your application for employment and any workplace adaptations you may require. Glenview may require you to obtain additional information from your own doctor to support your application.

If 'NO' please explain:

*Glenview will require you to provide a Police Check as a condition of employment.
Some conviction histories preclude employment in aged care.*

We appreciate your assistance in this.....Thank you

I HAVE READ THE ABOVE AND KNOW AND UNDERSTAND MY ANSWERS. ALL MY ANSWERS ARE CORRECT AND TRUE.

SIGNED:

DATE:

Information only:

GLENVIEW EMPLOYMENT APPLICATION CHECKLIST:

Have you included:

- Completed Application Form
- Short covering letter
- Resume
- Copies of relevant qualifications
- Statements about each of the selection criteria listed in the position description
- Any additional information to explain your health questionnaire answers if you selected 'NO' to one or more questions

All ? If so, please send or deliver your application to Glenview!