

### 1. Purpose

- 1.1 HCO Disability and Community Services (HCO) provides community based accommodation and other support services within the local community, to persons with an intellectual disability as their primary disability.
- 1.2 We aim to build partnerships with Clients, their families and significant others in achieving their lifestyle goals through a person centred active approach; and we are looking to employ talented people who have a strong commitment to person centred active support to help us achieve this aim.
- 1.3 In aiming to be an “Employer of choice” HCO are committed to equal opportunities and providing fulfilling employment for Staff, which we achieve through a comprehensive staff development program, opportunities for extended roles and responsibilities and consultation with respect to organisational change and quality service delivery.
- 1.4 The information below details the steps you need to take when applying for a role with HCO.

### 2. Vacant roles

- 2.1 Review the Position Description and the role’s responsibilities and person specification. You may want to contact the nominated contact person to ask any questions you have about the role that might help you complete your application.

### 3. Your application

- 3.1 This is an important part of the selection process and you should spend time preparing your application to give you the best opportunity to be selected for the role are applying for.
- 3.2 Your application needs to contain all of the following for it to be considered:
  - 3.2.1 A cover letter - this should be about one page long and it is your opportunity to “sell yourself” and to persuade the selection panel to read your CV.
  - 3.2.2 CV (or resume) - this needs to show (as a minimum):
    - Your name
    - Your contact details
    - Your employment history
    - Your specific job skills
    - Your qualifications
    - The names and current telephone numbers of two referees who can provide details of your work experience and skills
  - 3.2.3 Copies of relevant qualifications/certificates (including academic transcripts). Please do not send original documents as these will not be returned to you.



3.2.4 A statement of how you meet the role criteria - this is an important aspect of your application and is where you provide an explanation of how/where you believe your skills, experience and qualifications meet each of the essential and desirable criteria listed on the position description.

3.3 For each role, there will be essential and desirable criteria detailed on the position description. To be considered for an interview, your application must clearly show where you substantially meet the essential criteria. If your application does not show this clearly your application is unlikely to be considered further.

3.4 Where your application clearly shows you meet the essential criteria, it will then be assessed against the desired criteria for the role. If your application clearly shows that you meet most of the desired criteria this will considerably increase your chances of being invited for an interview.

#### **4. Submitting your application**

4.1 Before you submit your application you should proof read this for spelling and grammar mistakes, as poorly written applications may not be shortlisted.

4.2 Your application must reach us by the specified date (where a role is advertised). Failure to return your application by a specified date may result in your application not being considered.

4.3 Applications can be submitted by hand/mailed to:

Senior Coordinator HR  
HCO Disability and Community Services.  
76 Hutchinson Street  
Mount Barker SA 5251

Applications can also be emailed to: [employment@hco.net.au](mailto:employment@hco.net.au)

4.4 All suitable applications will be acknowledged by email and asked to complete and return an employment questionnaire as part of your application and advising that you will be contacted if your application progresses to the next stage.

#### **5. The selection process**

5.1 After the closing date (for advertised positions), all applications will be reviewed against the role's selection criteria by a selection panel who will determine which applicants will be invited to attend an interview.

5.2 HCO will provide details of when and where the interviews will be held and where applicable, inform you of any assessments or skills/aptitude tests required to be undertaken.

5.3 If you are successful in gaining an interview, it is your responsibility to inform us of any specific requirements you need e.g.; wheelchair access.

5.4 After all interviews have taken place the selection panel will "rate" each applicant against the selection criteria and will make a recommendation(s) for the role.

5.5 Reference checks for recommended applicants will be followed up and this will form part of the selection process.



- 5.6 Following these checks, a verbal offer will be made to the successful applicant and an Australian Work Eligibility Check will be conducted; an offer will then be made in writing and a contract issued.
- 5.7 Applicants who are unsuccessful at interview will be advised of the outcome, via email.

## 6. Further information

- 6.1 Further information on writing CVs, cover letters and interview skills can be found at the following websites:
- <http://www.careerone.com.au>
  - <http://www.seek.com.au>

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