



## Information for Applicants

Thank you for your interest in working at Resthaven. Please read the following information carefully to assess your eligibility for the position. All applicants must provide the information requested in order for their application to progress.

**Please note:** If you are applying for more than one position, a separate application must be submitted for each position.

## Making Enquiries

General enquiries regarding this position should be directed to the person detailed in the advertisement or on the Resthaven website. If this person is unable to answer your questions, you will be transferred to the appropriate person.

## Preparing Your Application

Your application should include the following:

- **A covering letter** stating the position that you are applying for and why you are applying for the position. The letter should also address how you meet the requirements of the position such as skills, knowledge, experience and qualifications. This information is contained in the position description and can be obtained from our website or by emailing [hradmin@resthaven.asn.au](mailto:hradmin@resthaven.asn.au) or by telephoning 8206 0112. Your suitability for an interview is based solely on your clear demonstration that you meet the essential criteria for the position. Give examples from your previous experience to support your statements. Remember, it is your responsibility to provide us with sufficient information to enable us to evaluate your application and assess your suitability for an interview.
- **Details of your relevant work experience**, stating your most recent position first and including dates. This should be in the form of a resume or curriculum vitae. You should also include a brief description of your duties and responsibilities for each position held.





- **Details of your education and training achievements**, including any education currently being undertaken. Please note: if you are invited for an interview, and the position that you are applying for requires a specific qualification, you will be required to present the original certificate, licence or degree at that time. It is important that you do NOT send any certificates or copies at the initial application stage.
- **Names and contact numbers of at least two referees.**  
The checking of referees is a process that is used to confirm or clarify issues and claims made in your application and interview. Reference checks are only carried out with the nominated referees. It is our policy that at least one of these should be your current supervisor or manager and the others should have knowledge of your work performance. Unfortunately referees who are work colleagues, friends or family cannot be accepted as referees. Some applicants prefer to provide details of their referees when they attend an interview and if you do this, please bring these details to the interview. Please note that no referee will be contacted without your prior consent.
- **Any other information** that you feel is relevant to your application.

It is preferable that applications are emailed to us. If you want to submit a hard copy application, please provide this on A4 sized paper and clipped/stapled in the top left-hand corner. It is preferred that your application is not bound or put in a folder or plastic sleeve. Do not provide original documents such as references or reports with your application.

### **Closing Date**

All applications close at **5.00pm** on the advertised closing date unless specified otherwise in the advertisement. Please check the closing date to ensure that your application is received within the specified time. Applications may be emailed, posted or hand delivered.





## **Lodging Your Application**

### **E-mail**

Unless otherwise advised in the advertisement, the preferred method to submit applications is by email.

Your application should be forwarded to: **careers@resthaven.asn.au**.

### **By Post**

Mark the envelope "Private and Confidential" and address it to:

Recruitment Officer  
Resthaven Incorporated  
Unit 1, 202 Glen Osmond Rd  
Fullarton SA 5063

Where a vacancy is being managed by a recruitment agency, your application must be forwarded to the organisation specified in the advertisement.

### **Hand Delivered**

Resthaven do not accept hand delivered applications at our metropolitan residential and community sites. If you choose to hand deliver an application this must be taken to our corporate office at Unit 1, 202 Glen Osmond Rd, Fullarton, 5063. It should be marked "Private and Confidential" and addressed to the Recruitment Officer.

### **Shortlisting**

To be shortlisted you must be able to demonstrate that you satisfy the selection criteria. Your application must explain how your qualifications, skills, competencies and experience meet the selection criteria found in the job description. Failure to do this prevents the selection panel from easily and accurately assessing your suitability relative to other applicants and may exclude you from further consideration.



## **Clerical Testing**

For clerical positions, candidates selected in the first round are required to undertake a clerical assessment.

The assessment is computer based and measures proficiency in applications such as Word, Excel and typing speed/accuracy. Only those candidates who satisfy the requirements of the clerical assessment will be considered for an interview.

## **The Interview**

If you are selected for an interview, you will be contacted, usually within ten days of the advertised closing date. You will be advised of the interview date, time, venue and the names and position of the members of the interview panel.

If you are not contacted within 21 days of the closing date, please consider that your application has been unsuccessful. In the event that you participate in an interview with Resthaven, and you are not successful, you will be notified in writing.

Sometimes there may be unforeseen delays in the assessment of application, especially if there have been a large number of applicants. You may wish to email the Recruitment Officer at [careers@resthaven.asn.au](mailto:careers@resthaven.asn.au) or phone 8206 0113 to confirm the status of your application.

During the interview, the applicant will be questioned about their skills, knowledge, experience, qualifications and job related characteristics that pertain to the duties of the position and selection criteria. Applicants will have the opportunity to ask questions and provide the panel with more information to assist in assessing their suitability for the position. This may include examples of work, certificates, licences, registration details, or visa status (which details an applicant's right to work in Australia and the conditions which may apply). Where a qualification is essential for a position or classification, applicants will be required to show their original award.

## **Police Clearance and Pre-Employment Medical Assessment**

It is a requirement for anyone working in aged care to have a current police





clearance. If you are invited to an interview, you will be requested to complete a form which permits us to gather this information from an external body.

Please bring with you to the interview sufficient evidence of your identity to pass a **100 point check** (similar to the requirements when you open a bank account). Resthaven will need to sight this evidence, which can include passport, drivers licence, credit and store account cards, birth or marriage certificates and account statements for utilities such as gas and electricity (if the account has your full name on it.) If you have changed your name, you will also need to provide evidence of the change of name. Only original documents will be acceptable.

Resthaven will meet the expense for the police check. Applicants who have been a citizen or permanent resident of a country, or countries other than Australia since turning sixteen will also be required to complete a statutory declaration. If you have an original current police clearance certificate, this will be accepted by Resthaven if the document is less than six months old and meets the evidentiary requirements of the Aged Care Act. However, you will still be required to meet the 100 point check if you are holding a current certificate less than six months old and you are successful in gaining employment with Resthaven. You will be able to commence employment with us during the time that we undertake the new check.

All positions require that you have a pre-employment **medical assessment** to substantiate your ability to carry out the requirements of the position that you have applied for. Medical assessments are conducted at Resthaven's expense.

### **Visa Requirements**

Applicants must be legally qualified to work in Australia. Where relevant, applicants must provide documentation in support of their right to work in Australia. Visa details will be checked with the Department of Immigration and Citizenship before any offer of employment is made.

### **Notification**

If your application is successful, the Manager of the relevant site or department will





contact you by telephone and verbally offer you the position. If you accept, a starting date will be negotiated. A written contract offering the position will be prepared and forwarded to the successful applicant along with other employment related forms. These forms must be returned to Resthaven prior to your commencement to enable your details to be established in our payroll system.

After the offer of appointment has been made and accepted by the recommended applicant, all other applicants who have participated in an interview, will be advised in writing of the outcome of their application. This process is normally completed within three weeks of interviews being conducted. All applications and supporting documentation received become the property of Resthaven and are destroyed after the recruitment process is concluded.

**Please note:** no feedback can be provided by individual sites about your application. Any inquiries should be referred to the Recruitment Officer.

### **Equal Opportunity**

Resthaven is an equal opportunity employer and aims to ensure that fair, equitable and non-discriminatory consideration is given to all applicants. All selection, promotion and other employment related decisions will be based on the principle of merit and job related characteristics only. Should you be contacted for interview, please inform the Resthaven staff member if you have special needs.

### **Work Health and Safety**

Resthaven is committed to providing a safe and healthy work environment. Comprehensive workplace health and safety policies and procedures are in place to ensure you are not placed at risk at work. The organisation provides a smoke free work environment.

### **Qualifying Period**

New employees are required to undergo a six month qualifying period. This





qualifying period is to ensure that new employees are happy with their employment and have the capability to meet the requirements of their position. Further details about the qualifying period are contained in the offer of employment. A qualifying period does not apply to casual status appointments.

### **Not just a job - a career!**

Resthaven offers career path progression for people who want to make a difference in the lives of older people. If you share our passion and commitment to providing high quality care and support – we'd like to hear from you!

