



InComPro

Cultural Services for Aboriginal People

INCOMPRO EMPLOYMENT APPLICATION FORM

The information provided will be utilised solely for the purpose of InComPro's recruitment purposes.

Are you of Aboriginal or Torres Strait Islander Descent: Yes / No

PERSONAL DETAILS

Given Name: _____ Surname: _____

Preferred Name: _____ Date of Birth: / /

Address: _____

Suburb: _____ Postcode: _____

Email Address: _____

Gender: **Male / Female** Mobile Phone: _____

Position Applied For: _____

How did you become aware of this position?

Seek

Ethical Jobs

Turkindi Network

Indigenous Employment Australia

Other

If other, please indicate _____

EMPLOYMENT DOCUMENTATION

Are you an Australian citizen **Yes / No**

If yes, please provide a copy of one of the following (must be an original or certified copy):

Passport

Birth certificate

Australian Citizenship

If no, please provide proof that you are able to work unrestricted in Australia independently.

NOTE – InComPro will do a VISA Entitlement Verification Online (VEVO) check to ensure that you are able to work in Australia.

Do you have a disability **Yes / No**

If yes, please provide a brief outline.

Do you have a current:

Expiry Dates:

- *Vulnerable Person DCSI Clearance **Yes / No** _____
- *Disability Service Sector DCSI Clearance **Yes / No** _____
- *Child Related DCSI Clearance **Yes / No** _____
- *Senior First Aid Certificate **Yes / No** _____
- *Unrestricted SA Drivers Licence **Yes / No** _____
- Manual Handling Certificate **Yes / No** _____
- Child Safe Environments Certificate **Yes / No** _____
- Certificate III Individual Support **Yes / No** _____
- Certificate IV Youth Work **Yes / No** _____

NOTE – *Applicants must hold or be willing to obtain the above certification for employment with InComPro.

– Please provide copies of the certifications indicated above.

CURRENT EMPLOYMENT STATUS

- Employed How long have you been employed _____
- Working Part-Time Current Employer _____
- Working Full-Time Current Employer _____
- Unemployed How long have you been unemployed _____
- Studying High School, College or University _____
- Disability Pension
- Other (Voluntary work, carer for a family member etc.).

JOB NETWORK DETAILS

Do you have a job network provider **Yes / No**

Job Network Provider: _____ Telephone: _____

Consultants Name: _____ Suburb: _____

Jobseeker ID: _____ Client Registration _____

What type of benefit do you receive _____

LITERACY AND NUMERACY SKILLS

Tick the boxes that are appropriate for you:

	Requires Development	Good	Excellent
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What else can you tell us about yourself?

TRANSPORT

Do you have your own vehicle? **Yes / No**

Do you have other means to getting to and from work? (Please tell us what they are).

NOTE – All InComPro employees are required to drive InComPro vehicles as part of their duties.

FAMILY

Do you have Children? **Yes / No** Ages _____

Do you need Child Care? **Yes / No**

Do you currently care for anyone else full time (i.e. family member, partner etc.) **Yes / No**

HEALTH AND MEDICAL HISTORY

Do you have any health issues? **Yes / No**

If yes, please provide a brief outline.

Do you have prescribed medications for any of your health issues / illnesses? **Yes / No**

Are you a smoker? **Yes / No**

Do you drink alcohol **Yes / No**

Do you have previous or existing injuries that may prevent you from fulfilling the duties associated with the job role you are applying for e.g. manual handling, bending, squatting, reaching etc. **Yes / No**

If yes, please provide a brief outline.

Staff members 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 yes, please provide a brief outline.

LIFE EXPERIENCE

Please briefly detail your life experiences, not only work but significant travel, hobbies, interest, raising a family etc.

How do you think the experiences above will help you to be an effective worker with InComPro?

WORK EXPERIENCE

Have you had any previous experience working with people with a disabilities and complex behaviours? (This can be paid work, volunteer work or a caring role).

Have you had any previous experience working with children or young people?

Have you had any experience working with Aboriginal people or Aboriginal communities?

EDUCATION, TRAINING AND QUALIFICATIONS

Please tick the highest level of education that you have completed and state where you attended.

- School _____
- Tafe / College _____
- University _____

Course Name

Date Completed

Please list all education, training and qualifications.

Course Name

Date Completed

Please list any other personal skills and abilities relevant to the position.

Do you have qualifications relevant to working with InComPro? **Yes / No** *(please provide copies)*

Do you have a current resume?

Yes / No *(please provide copies)*

Making It Happen

