

## CLIENT SERVICE FACILITATOR APPLICATION FORM

ALARA QLD Limited  
8 Warwick Road Ipswich 4305 | p. 07 3817 0600 | e. alara@alaraqld.org.au

<b>Surname:</b>	<b>First Name:</b>	<b>Other Name/s:</b>
<b>Present Address:</b>		<b>How long at address:</b>
<b>Telephone:</b>	<b>Mobile:</b>	<b>Alternative No:</b>
<b>Email:</b>		
<b>EDUCATIONAL BACKGROUND</b>		
<b>Level</b>	<b>Qualification</b>	<b>Year Completed</b>
Secondary		
Tertiary		
Business or Vocational		
<b>Professional and / or personal memberships:</b>		
<b>EMPLOYMENT HISTORY</b>		
(List last job first and account for all unemployed time. Continue on another page if required)		
<b>Period of Employment</b>	<b>Employer (Name &amp; Full Address of Organisation)</b>	<b>Position Held / Title</b>

Question	No	Yes	Applicable Details
Do you speak any languages? Please list languages.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>First Aid Certificate and a CPR Certificate within three (3) months of the start of employment. It is the responsibility of successful applicants to meet these requirements. (Not required but desirable)</b>			
Do you have a current First Aid certificate? Please give the expiry date.	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a current CPR certificate? Please give the expiry date.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>All successful applicants are required by the Disability Services Act 2006, and the NDIS to have a Criminal History Screening to obtain a Disability Services Positive Notice or Exemption card. Support staff are also required to have a Positive Notice Blue Card Working with Children check.</b>			
Are you prepared to undergo a Criminal History Screening Blue / Yellow Card? This is completed by ALARA	<input type="checkbox"/>	<input type="checkbox"/>	
<b>You will be required to present a current National Police Check Certificate prior to employment with ALARA as per Department of Health &amp; Aged Care Police Certificate guidelines March 2017.</b>			
Do you have a current National Police check?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>The following questions relate to ALARA's duty of care to ensure safety while using ALARA service vehicles.</b>			
Do you have a reliable registered car with third party property insurance that you can use to transport clients?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you made any motor vehicle insurance claims in the last five (5) years?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had any special motor vehicle insurance conditions imposed on you in the past five (5) years?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had a drivers licence cancelled, suspended or restricted in the last five (5) years?	<input type="checkbox"/>	<input type="checkbox"/>	

Question	No	Yes	Applicable details
<b>At times your role may require you to assist with personal care. This will involve bending, stretching, pushing, pulling and lifting. The following questions relate to the health &amp; safety of employees. A copy of the Position Description for a Support Worker has been provided to you. Failure to disclose a pre-existing medical condition may make you ineligible for compensation in certain situations.</b>			
Do you have any pre-existing medical conditions or injuries which would affect your ability to perform the duties outlined in the job description?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any pre-existing medical conditions or injuries which could be aggravated by performing the duties outlined in the job description?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a preferred date you would be available to start if successful?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ALARA works with a number of employment services.</b>			
Are you attached to any agency as a Job Active client and please provide agency details?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>All new staff are required to have completed the NDIS Worker Orientation Module prior to employment with ALARA.</b>			
Have you completed the NDIS Worker Orientation Module? A copy of your Certificate of Completion will be required at interview.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>To be eligible for employment, you must be an Australian Citizen, Permanent Resident or hold a valid work Visa. If you are offered a position with ALARA you will need to provide one of the following: Australian Birth Certificate; Australian Passport; Australian Citizenship Certificate; Evident of Permanent Residence; status of valid Visa with permission to work.</b>			
Are you entitled to work in Australia?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>AVAILABILITY TO WORK: (Please list below the time you are available for shifts)</b>			
<b>Monday:</b>			
<b>Tuesday:</b>			
<b>Wednesday:</b>			
<b>Thursday:</b>			
<b>Friday:</b>			
<b>Saturday:</b>			
<b>Sunday:</b>			
<b>Comments:</b>			

**Please list any sport and recreation interests you have:**

**What are your reasons for applying for this particular job:**

**How did you find out about ALARA?**

- ☐ Friend
- ☐ Employment Agency
- ☐ Word of mouth
- ☐ Facebook
- ☐ Website
- ☐ Advertisement
- ☐ Other: \_\_\_\_\_

**If you were a person with a disability, how would you expect to be treated by a worker?**

### REFeree CONTACT DETAILS

***Can these referees be contacted prior to interview?***

☐ Yes

☐ No

(include two (2) former employers and one (1) character reference. Please note referees are not to include relatives)

Name and Address	Position	Telephone	How long known?

I give my Consent and understand my information will be destroyed after twelve (12) months. ☐

I **do NOT** Consent, but understand my information will be destroyed after one (1) month. ☐

ALARA QLD Limited follows the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) (the 'Privacy Act'). in handling personal information from clients/carers, business partners, donors, members of the public and ALARA QLD Limited People (including members, volunteers, employees, delegates, candidates for volunteer work and prospective employees). As you have provided personal information ALARA Qld Limited requires your consent to hold your information for up to 12 months. Please tick Yes or No to your consent below, if you tick NO your information and application will be destroyed after 1 month. If you give consent your information will be kept for up to 12 months at which point will be destroyed if you are not successful in your employment with ALARA Qld Limited.

I verify that the above information which I have provided in this application is true and correct and I acknowledge that, if my application is successful, any false or misleading statement in this application could constitute grounds for subsequent dismissal.

**Signature of Applicant:**

**Date of Application:**

**OFFICE USE ONLY:**

Application received on: __ / __ / __	by:
NDIS compliance & enforcements register checked: __ / __ / __	by:
Application shortlisted for interview:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Interview conducted on: __ / __ / __	