



Breakaway Toowoomba Inc.
Employment Application Form

Section 1: PERSONAL DETAILS

Date:
Title Mr / Mrs / Ms / Miss Circle Family Name Other Given names
Are you Male / Female Circle Languages
Home Address Street & Suburb Postcode
E-mail Date of Birth: / /
Home Tel. Work Tel. Mobile

Section 2: QUALIFICATIONS AND EMPLOYMENT

Current Job Position Employer
Casual / Part Time / Full Time / Vol Employed since / /
Please circle

Other relevant positions
Including: work with children, parenting, as a carer, nursing, with people with disabilities, recreation, etc.
Position Employer
Dates employed to Casual / Part Time / Full Time / Vol Please circle
Position Employer
Dates employed to Casual / Part Time / Full Time / Vol Please circle
Position Employer
Dates employed to Casual / Part Time / Full Time / Vol Please circle

Courses
Main Qualification Course name Institution
Dates studied Part time./ Full time Please circle
Other relevant courses Course name Institution
Dates studied to Part time./ Full time Please circle
Including: short courses. E.g., nursing, disabilities, recreation, child care, etc
Course name Institution
Dates studied to Part time./ Full time Please circle
Course name Institution
Dates studied to Part time./ Full time Please circle

Do you have a First Aid Certificate?	YES → Expiry Date ____ / ____ / ____ I have a Senior/ _____ certificate <i>Other</i>
	NO → Are you willing to attend a course? Yes / No

Section 3: APPLICANT'S INVOLVEMENT

What positions are you interested in?

- Vacation Care Support Worker
(Facilitating the inclusion of children in our vacation care programs)
- Individual Support Worker
(Working one-on-one with a Service User with mild to severe needs, either unsupervised or linked to a group)
- Guesthouse Support Worker (Working one on one or within a team of workers in a residential environment to facilitate life skills and provide valuable support to service users with mild to severe needs)

Which age group/s are you interested working with?

- Children
- Teenagers
- Adults

Are you prepared to:	Yes/No	Previous experience
Personal Care <ul style="list-style-type: none"> • Toileting • Feeding • Other 		

Section 4: APPLICANT'S AVAILABILITY

When are you available for work?	Specify times available between	Availability differences during school holidays
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Other availability details		

Are there any tasks which you cannot do due to health and fitness concerns? - Detail these tasks.	
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Section 5: ADDRESSING THE SELECTION CRITERIA

Please address the following essential and desirable selection criteria by giving examples of how you fulfil each. Examples can be taken from the experiences and achievements in your personal or professional life, etc.

ESSENTIAL:

1. Positive and respectful attitude towards people with disabilities

2. Personal attributes: caring, good listener, patient and reliable.

3. Demonstrated interpersonal skills and ability to communicate clearly and simply.

4. Ability to work as part of a team and independently.

5. Current First Aid Certificate, Blue Card and DSQ Positive Notice Card or willingness to obtain

DESIRABLE:

6. Relevant experience

7. Flexibility in working with different age groups across the various programs operated by Breakaway Toowoomba's; a willingness to learn.

8. Demonstrated commitment to practising the Disability Service Standards

9. Working understanding of professional boundaries between Support Workers, Participants and their families.

10. Current QLD Driver's License: Yes/No

11. Working understanding of Occupational Health and Safety principles

Section 6: Essential Suitability Cards

Note: It is a condition of employment that each support worker obtains and maintains both a Blue card and DSQ Positive Notice Card before the commencement of work. Please see the office staff for more information and application form

Queensland Drivers Licence	Number _____ Type _____ LR _____ Other _____ Valid until ____ / ____ / ____
Blue Card- CCYPCG	Number _____ Expires ____ / ____ / ____ Are you willing to obtain at your own cost? Yes / No
DSQ Positive Notice Card	Number _____ Expires ____ / ____ / ____ Are you willing to obtain at your own cost? Yes / No

Section 7: TRANSPORT

Own Car	I am willing to drive people in my own car. It is comprehensively insured. Yes / No Insurance Company _____ Insurance Number _____ Expiry date ____ / ____ / ____
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Section 8: SIGNATURES

I certify that the information contained in this application form is true and correct. I understand that this information will be treated as confidential and after 6 months will be archived and destroyed as per Breakaway Toowoomba Inc's policies and procedures. I understand that Breakaway Toowoomba Inc will conduct a criminal history check, and will follow up with referees.

_____ Date _____
Applicant Signature

Statutory Declaration Statement

I have not been involved in or convicted of acts of criminal or antisocial nature. This includes assault, abuse, driving record, drug abuse and other related offences.
I also understand that all potential employees of Breakaway Toowoomba Inc will undergo alcohol and other drug testing as part of their pre-employment medical examination. All offers of employment are conditional upon the satisfactory completion of the medical examination evidencing a negative result for alcohol and other drugs

_____ Date _____
Applicant Signature

Section 9: Referees

*DETAILS REQUIRED OF TWO REFEREES: KNOWN PROFESSIONALLY OR THROUGH AN ORGANISED ACTIVITY, FOR AT LEAST 12 MONTHS.

Referee One	Name _____ Surname _____
	Relationship to applicant _____
	<input type="checkbox"/> male <input type="checkbox"/> female Home Tel _____ Tel _____ <small>Please circle Specify Eg, mobile, work</small>
	Employer _____
	Position _____
Questions Office Use Only <i>Introduction: describe organisation and position applicant is applying for.</i>	
1. How long have you known [applicant]?	
2. How do you know him/her?	
3. In your experience of [applicant], do/did you find them to:	
• respect other people?	
• be caring?	
• be a good listener	
• be patient	
• be reliable & responsible?	
• have good interpersonal skills?	
• be willing to learn and update their skills?	
• have high ethical standards and professional boundaries?	
4. [When ringing applicant's job in a field relevant to Breakaway: Ask any questions that judge applicants' rating of selection criteria that is disability/childcare specific, if necessary.]	
5. Do you have any other comments, concerns, or questions?	

Referee Two	Name _____ Surname _____
	Relationship to applicant _____
	<input type="checkbox"/> male <input type="checkbox"/> female Home Tel _____ Tel _____ <small>Please circle Specify Eg, mobile, work</small>
	Employer _____
	Position _____

Questions	Office Use Only
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Introduction: describe organisation and position applicant is applying for.

6. How long have you known [applicant]?	
7. How do you know him/her?	
8. In your experience of [applicant], do/did you find them to:	
• respect other people?	
• be caring?	
• be a good listener	
• be patient	
• be reliable & responsible?	
• have good interpersonal skills?	
• be willing to learn and update their skills?	
• have high ethical standards and professional boundaries?	
9. [When ringing applicant's job in a field relevant to Breakaway: Ask any questions that judge applicants' rating of selection criteria that is disability/childcare specific, if necessary.]	
10. Do you have any other comments, concerns, or questions?	

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Breakaway	
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