



Job Application

This Job Application form must be completed when applying for any position within SASHS Network

SECTION A – VACANCY DETAILS

Position Title:	Community Tenancy Worker Long Term Housing (full time)
Closing Date:	Monday 24 th , March 2014

SECTION B – APPLICANT DETAILS

Title:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Dr.	<input type="checkbox"/> Other
Surname:						
First Name:						
Address:					Suburb:	
State:		Postcode		Country:		
Mobile:		Home Phone:				
Work Phone:		Email Address:				
DOB (optional)		<input type="checkbox"/> Male	<input type="checkbox"/> Female			
Citizenship:						

If you are not an Australian citizen, please provide the following information;

Type of Visa :		Expiry Date:			
Visa no:		Work Eligibility:	<input type="checkbox"/> YES.	<input type="checkbox"/> NO	

SECTION C – ADDITIONAL INFORMATION

Are you currently or have you previously been employed by The Salvation Army?

YES NO

Position Title:		Line Manager:			
Start Date:		End Date:			

How did you become aware of this vacancy?

<input type="checkbox"/>	Employee Referral	<input type="checkbox"/>	Infoxchange Jobseeker	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Other (please specify):

SECTION D - KEY SELECTION CRITERIA

When completing this section, please address the key selection criteria by responding to each question in the space provided below. Where relevant, give practical examples of how you meet particular criteria, for example, previous work experience, voluntary work, training courses or qualifications.

Key Selection Criterion 1: What is your knowledge of and experience with the Residential Tenancies Act 1997?

Key Selection Criterion 2: What is your knowledge & understanding of the Community Housing Sector?

Key Selection Criterion 3: What is your understanding of a Community Housing Rooming House?

Key Selection Criterion 4: What do you believe are some of the challenges that may be experienced when working with people who are experiencing or have experienced homelessness?

Key Selection Criterion 5: What do you believe makes a Community Development Programme effective?

Key Selection Criterion 6: What experience do you have of researching, planning and implementing activities, (either within or outside a work context)?

Key Selection Criterion 7: What do you believe are some of the challenges when working with people who may have a history of substance abuse?

Key Selection Criterion 8: Please detail your computer competency, including your experience in using Word, Excel and Data Based systems

Key Selection Criterion 9: Do you possess an Unrestricted Victorian Drivers licence?

SECTION E- EDUCATION AND EMPLOYMENT HISTORY

Please provide details of highest educational (secondary/tertiary) standard achieved:

Place of Study:

Course Name:

Date

Completed:

Place of Study:

Course Name:

Date

Completed:

Please provide details of licenses, certificates or qualifications relevant to the position you are applying for:

Certificate:

Date
completed:

Licence:

Valid to:

Qualification:

Date
completed:

Please provide details of your employment history to date, starting with your most recent position

Position held:

From

To:

Employer's
Name &
Address:

Key Duties
Performed:

Reason for
Leaving:

Position held:

From

To:

Employer's
Name &
Address:

Key Duties
Performed:

Reason for
Leaving:

Position held:

From

To:

Employer's
Name &
Address:

Key Duties
Performed:

Reason for
Leaving:

Position held:

From

To:

Employer's
Name &
Address:

Key Duties
Performed:

Reason for
Leaving:

SECTION F- REFEREE DETAILS

Please provide the details of two professional referees below. Please ensure that at least one of these referees is your current or most recent line manager:

Name:	
Company:	
Contact details:	
Relationship to you e.g Supervisor, Manager	
May we contact this person?	<input type="checkbox"/> Yes <input type="checkbox"/> Only after consultation with me

Name:	
Company:	
Contact details:	
Relationship to you e.g. Supervisor, Manager	
May we contact this person?	<input type="checkbox"/> Yes <input type="checkbox"/> Only after consultation with me

SECTION G – ADDITIONAL INFORMATION

Please provide any other information that is relevant to your application.

SECTION H - APPLICANT DECLARATION

I certify that the information I have provided is true.

Name:

Date:

Privacy Statement

SASHS Network collects this personal information for the purposes of processing and considering your application for employment. We will use the information we collect from you only for these purposes and will not disclose personal information unless authorised by you or as permitted or required by law. SASHS Network may disclose personal information contained in your application to nominated referees in order to verify statements contained in your application. Your information is treated as confidential and managed in accordance with SASHS Network's Information Privacy Policy. Failure to provide some or all of the information requested may result in your application not being processed. In the event of your application being unsuccessful, SASHS Network will retain your application and related information on file for a period of 3 months. Alternatively, please notify SASHS Network if you wish for your records to be destroyed. Please contact us if you wish to obtain a copy of SASHS Network's Information Privacy Policy.