



1. When applying for a vacant position at Centre Against Violence please provide:
 - a. A cover letter
 - b. A current resume
 - c. A response to the Key Selection Criteria provided in the position description
 - d. Certified copies of qualifications
2. To be considered for selection all applicants are willing to:
 - a. Undertake a national police check at commencement of employment. This will be rechecked every 3 years. International police checks are required for any staff member who has lived or worked outside of Australia for a period of 12 months or more within the past 10 years – they must provide a police check clearance for that country. If it is not possible to obtain a police check from the relevant country, then two references from people who personally knew the individual while they were residing in that country should be supplied.
 - b. Hold or be willing to gain a Working With Children's Check which renews every 5 years
 - c. Have and maintain a current Drivers Licence
 - d. Provide 3 professional referees for Centre Against Violence to contact
 - e. Include Managers/and or Supervisors in the professional referee list
 - f. Register to become a member with a Professional Body e.g AASW
3. Referee Checks
 - a. Centre Against Violence will consult 3 professional referees
 - b. The criteria for referees will be past/current Managers/and or Supervisors and 2 must meet this criteria
 - c. People providing referee checks will be informed that this is a confidential process i.e. the information belongs to CAV and not to the applicant
 - d. CAV reserves the right to consult broadly about the candidates work history and to use information gathered to inform appointment decisions.
4. Access to documents
 - a. Applicants can request copies of the resume and application provided to CAV
 - b. Applicants can request a copy of the interview summary
 - c. No other records will be provided
5. Process and documents
 - a. CAV will keep copies of interview summary and referee checks for 6 months. These documents belong to CAV and form a method by which selection can proceed
 - b. Post 6 months all notes and referee checks will be securely shredded
6. Eligibility
 - a. No person with a history of sexual offending or family violence perpetration will be eligible for employment with CAV
 - b. No person with a history of fraud will be eligible for employment with CAV.
7. Promoting equality and diversity

CAV is committed to embracing and celebrating diversity and welcomes all people to our service with care and compassion.