

- 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. Copies of qualifications or eQuals links
  
- 2. To be considered for selection all applicants are willing to:**
  - a. Undertake a national police check at commencement of employment. A link will be sent to the successful applicant through the National Crime Check portal. 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 apply for a Working With Children Check which renews every 5 years
  - c. Have and maintain a current drivers licence
  - d. Provide 2 professional referees for Centre Against Violence to contact
  - e. Register to become a member with your professional body e.g AASW, APS, ACWA
  - f. Double COVID 19 vaccination is a mandated requirement at Centre Against Violence. All applicants must be double vaccinated to be considered for employment
  
- 3. Referee Checks**
  - a. The criteria for referees will be past/current managers and/or supervisors
  - b. Referees will be informed that applicants have the right to request a copy of their Referee Check
  - c. CAV reserves the right to consult broadly about the candidates work history and to use information gathered to inform appointment decisions
  - d. A minimum of two references are required and must be from an organisation/company phone number not a personal mobile phone number
  
- 4. Access to documents**
  - a. Applicants can request a copy of interview documents and referee checks if they suspect they are being discriminated against.
  
- 5. Process and documents**
  - a. All successful applications, interview documentation, notes and summaries will be stored confidentially on the applicants human resource file
  - b. Unsuccessful applications, interview documentation, notes and summaries will be stored confidentially for six (6) months
  - c. These documents belong to CAV and form a method by which selection can proceed
  
- 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.