



Applying Online

- Enter your personal information and answer the screening questions
- Ensure you upload documents that are marked ^{*Required}
- Your CV must be current and contain a brief description of responsibilities for each role.
- Due to large volume recruitment, end date of our advertising period is subject to filling existing roles. Submit your application online and we will provide you the feedback on your application within few days. We do not accept applications by email.

Having trouble submitting your application?

- Check you have correctly uploaded your documents where it is marked ^{*Required}
- Ensure your document name does not contain special characters (e.g. # _-“)

If you are still stuck, email lacreruitment@vinnies.org.au for assistance including the job reference, job title, your mobile number and information about the technical issue (print screens are helpful if you can). HR will contact you by email or phone during business hours.

Selection Process

All applications will be assessed against the selection criteria upon receiving. If your application is shortlisted you will be contacted for a **phone interview**.

If you have been shortlisted following the phone interview, you will be invited to attend an **Assessment Centre**. The Assessment Centre is a group session where you undertake activities to assess your suitability for the role. Activities will include group based tasks, IT and/or written activities followed by an individual structured interview.

If you do not hear from us within a couple of weeks from application submission date, unfortunately it is unlikely you have been shortlisted and you will be notified by email. We will welcome to apply for future roles.

Pre-employment Checks

If you are our preferred candidate, you will be required to complete the Society's and the National Disability Insurance Scheme (NDIS) pre-employment checks to progress your application. Checks include:

- Two (2) reference checks
- Health Declaration or medical assessment
- National Criminal History check
- Entry level check and Statutory declaration (if required)
- Evidence of right to work in Australia
- Working with Children check - the Society is committed to being a Child Safe organisation. Information can be found in the [Society's Commitment to Safeguarding Children & Young People](#) .

Offer of Employment

If you are successful applicant, we will contact you to make a verbal offer of employment and discuss a commencement date. Once agreed, a conditional offer of employment will be made to you in writing. This will be accompanied by an employment pack that provides information about working with the Society.