

## EMPLOYMENT INFORMATION GUIDE FOR APPLICANTS

Thank you for your interest in a vacancy with Unison. At Unison we offer a range of additional benefits including:

- Above Award wages
- Access to \$15,900 of tax-free salary packaging arrangements for eligible staff, which can add significant value to earnings
- Optional monthly RDO for eligible full-time staff
- 5 weeks annual leave with leave loading
- Learning and Development opportunities to ensure that not only do you have adequate skills to perform your current role, but that you also have the opportunity to enhance your work performance to meet your personal career direction.
- Employee Assistance Program - we offer external, free, professional, confidential counselling assistance to our staff who may need help with particular problems affecting their wellbeing - personally and in the workplace.

Our talented and engaged staff are our greatest asset and critical to the success of our organisation.

To assist us in the selection process and to ensure that your application is as strong as possible, please read the following carefully and ensure your application meets all requirements. Unison Housing offers positions to people on the basis of merit. This means staff qualifications, experience, skills and abilities (relevant to the position) are matched to the position requirements.

Unison promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. Unison encourages people with disability, Aboriginal Australians and people from culturally diverse backgrounds to apply for this job. As an Equal Opportunity organisation, we are committed to the principles of equity, fairness and transparency in all recruitment, selection and appointment processes.

Our organisation is committed to child safety. We have zero tolerance of child abuse. Our recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.

## 1. Position Description

A position description can be obtained from our website. As stated above, our selection process is based on an assessment of the relative merit of each candidate. We do this by examining how well your knowledge, skills and abilities meet each of the key selection criteria and requirements of the position as identified in the position description.

The first stage of the selection process is based on your application and it is important that you provide the panel with information that shows how you meet the key selection criteria and requirements of the position.

## 2. Key Selection Criteria

Please email a covering letter addressing all key selection criteria, outlining your skills and employment experience relevant to the position that you are applying for.

There is no right or wrong way to present your application however, you **must** address each of the key selection criteria as detailed in the position description to be considered for the shortlist and subsequent interview process.

If you do not show how you meet the key selection criteria in your application, you are unlikely to be considered for an interview and this may exclude you from further consideration.

## 3. Resume

Please attach a brief resume containing your full name, address, telephone number (preferably a daytime number), a summary of your work experience (include where you have worked, positions held, period of employment and brief details of duties performed), details of any relevant qualifications including information on any education currently undertaken (originals of qualifications stated must be brought to any subsequent interview (and a copy will be placed on file if you are the successful applicant). Please include any other information that you feel is relevant to the position that you are applying for.

Please include the names and contact details of three professional referees who may be contacted regarding your recent experience and suitability for the position. Ideally one should be from a supervisor (if possible a current supervisor) and others should have knowledge of your work performance. Referees will not be contacted prior to an interview.

## 4. Closing Date

All applications close at **5.00pm** on the advertised closing date. Please check the closing date to ensure your application is received within the specified time.

Applications must be emailed to [careers@unison.org.au](mailto:careers@unison.org.au) by 5pm on the closing date

Emailed applications will receive an automated reply to acknowledge receipt of each application. If you don't receive an email reply, please contact People and Culture on 9349 0249.

## 5. Short-listing

All positions are shortlisted and processed within one to two weeks of the closing date. Only candidates that meet the key selection criteria will be contacted for an interview. An application may meet the essential requirements and yet not be interviewed. This usually occurs when there are a large number of applicants, some of whom meet the essential and desirable requirements on a more competitive basis.

All aspects of the selection process are conducted in strict accordance with the principles of merit and equal employment opportunity.

If you are shortlisted for an interview, we will contact you by telephone to schedule an interview.

## 6. Interviewing

We aim to give all applicants a call for an interview at least two working days' notice. Contact will be made by telephone and you will be advised of the interview date, time and venue. The successful candidate will be contacted by phone. Unsuccessful candidates will receive an email informing them of the outcome of their interview. Feedback of interview performance can be sought if required.

Unison is an Equal Employment Opportunity (EEO) employer. If you are contacted for an interview, please inform staff if you have special requirements to be able to attend.

## 7. Reference Checks

The selection panel will contact referees and check the references of the preferred applicant prior to making an offer of employment.

## 8. Other relevant Employment Conditions

Please note the following requirements and details of the position;

- A six month probation period will apply. Continued employment at Unison is dependent on successful completion of the probationary period.
- Please note, if you are the successful candidate, you will be required to provide evidence of your entitlements to work in Australia. Documents that verify this include your current passport. If you do not have a passport, you can provide a copy of your Australian birth or citizenship certificate (if born before 20th August 1986) and photo ID.
- Pre-employment checks are required. Your suitability for employment with Unison will be determined by any outcomes that may be listed in these checks. The following checks will apply to this role:
  - Satisfactory Working with Children Check (must be provided by you)
  - Satisfactory Police Check (will be conducted by Unison upon offer of employment)
- Unison has a no smoking in the workplace policy.

Thank you again for your interest in working with Unison.