

Compass Housing Services Ltd-Application Form and Recruitment Guide

Recruitment Guide

We thank you for your interest in employment opportunities with Compass Housing. Please read the following information carefully as it provides details on our recruitment process, what information you are required to supply and why we require this information and what information your application must contain to be considered for the position you apply for.

Additional information on our organisation including our values and mission, the services we provide to our local communities, organisational structure, customer services charter and job opportunities (including position descriptions and application form) please visit www.compasshousing.org or contact our Hamilton Office on 4920 2600 for further information in relation to applying for a position with compass Housing Service.

Compass Housing Services Human Resource Team

Merit-Based Recruitment and Selection

All candidates appointed to positions advertised within Compass Housing Services are done so on merit. This means each candidate who has applied for the position has been assessed objectively against the knowledge, skills, abilities, experience, qualifications and standard of work performance identified in the job advertisement and the position description.

The applicant who demonstrates the most merit against these criteria in their application and through the recruitment process is recommended by the interview panel for appointment to the position. All new employees who join Compass Housing will be on probation for the first six (6) months of employment from the date of commencement and monthly probation reviews are undertaken between supervisor and employee to provide feedback on performance and identify any training requirements and to assess whether employment is confirmed at the conclusion of the probation period.

Your Application

To be considered for the position your application must include the following information:

- A covering letter which addresses the essential and desirable criteria which has been provided at the time of advertising. Please note if you do not meet all the essential requirements listed in the position description or you do not clearly demonstrate that you meet the essential requirements it is highly unlikely you will be considered for the position.
- A copy of your resume which is up to date
- The Compass Housing Application form (which is attached to this document)

It is up to you to demonstrate to the recruitment panel you are the most suitable candidate for the position by providing all the information required. As the selection of candidates for interview is based solely on the information provided in the application you must provide clearly defined

information which allows the recruitment panel to assess your strength of your application against the requirements of the position.

All enquiries in relation to the advertise position should be referred to the contact name/s listed in the job advertisement.

The Selection Panel

The selection panel is responsible for reviewing all applications, shortlisting the most suitable candidates for interview and deciding the best suited candidate for the position based on the material presented by the candidates in writing, at interview and reference checks and any technical and or psychometric testing required for the position. The recruitment process is merit-based with the candidate selected being the one which overall best satisfies the selection criteria throughout the recruitment process.

Compass Housing Services Client Protection

Compass Housing Services Ltd is committed to the safety and protection of our clients. As part of this commitment all prospective candidates are required to grant Compass Housing Services Ltd authority to conduct a Criminal History Check, and if required a Working With Children Check and will be requested to agree to provide information in relation to any outstanding charges, and in the event of employment agree to advise of any charges referred throughout the period of employment.

Professional and Ethical Code of Conduct

Compass Housing Services Ltd has a duty of care to our workers, tenants, stakeholders and others to ensure the professional and ethical contact of all employees. It is therefore important all candidates clearly understand the standard of conduct required by being familiar with the core values of our organisation and our Code of Conduct Policy. Our core values are:

Compass workers are expected to conduct themselves in a way which reflects the organisation's values as follows:

- Compass Housing recognises that its vision and mission is a cause greater than Compass Housing as an organisation.
 - Compass Housing strives to be an innovative, entrepreneurial, reformative and environmentally responsible social enterprise and to lead by example.
 - Compass Housing aims to continue to be an employer of choice showing loyalty and respect and a commitment to the personal development of its staff.
 - Compass Housing will treat our service users, partners, and stakeholders with empathy, respect, cooperativeness and diligence.
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Equal Employment Opportunities and Anti-Discrimination

Compass Housing Services Ltd is committed to Equal Employment Opportunities (EEO) and providing a working environment free from discrimination, intimidation, victimisation and bullying and harassment Compass Housing Services Ltd applies EEO and anti-discrimination principles to all our

recruitment and selection activities to ensure all candidates are provided with a fair and objective assessment throughout the recruitment process; and to create an environment where all workers are valued and respected; and provide career, learning and development opportunities to assist workers to develop their full potential.

Work Health and Safety

Compass Housing Services Ltd is bound to do all that is reasonably practicable to provide a safe and healthy workplace. Our Work Health and Safety; and Return to Work policies acknowledge that all illnesses and injuries can be prevented and provides a commitment to the early intervention in the rehabilitation process and to the provision of suitable duties wherever possible. Compass Housing will comply with all relevant health and safety legislation (including regulation and codes of practice) and has in place a comprehensive Work Health Safety Management System which focuses on consultation and continuous improvement.

Right to Work in Australia

Compass Housing Services Ltd requires proof of either Australian citizenship, or your legal entitlement to work in Australia. Listed below are relevant documents that are acceptable proof of legal entitlement to work in Australia. Please note Compass Housing Services Ltd will check visa validity with the Department of Immigration and Citizenship.

Status	Documentation
Australian Citizen	Australian birth certificate (if born prior to 20/8/1986*) Australian birth card Australian citizenship certificate Certificate of evidence of Australian citizenship Current Australian passport Expired Australian passport (which was current in the preceding 2 years and has not been cancelled) Job Network Job Seeker ID number *If you were born after 20/08/1986 your birth certificate must show that at least one of your parents were born in Australia.
Proof of Permanent Residency (Foreign Nationals)	Foreign passport with valid visa or labels indicating permanent residency Certificate of evidence of resident status issued by the Dept. of Immigration and Citizenship (DIAC)
Proof of Temporary Residency (Foreign Nationals)	Foreign passport with valid visa or labels indicating permission to work in Australia
New Zealanders (New Zealand citizens have an unrestricted right to work stay and work in Australia)	New Zealand birth certificate New Zealand citizen certificate Current New Zealand passport Expired New Zealand passport (which was current in the preceding 2 years and has not been cancelled)

Compass Housing Services Recruitment Application Form

Full Name				
Address				
Contact Numbers	Land Line:	Mobile:		
Email:	DOB (optional):			
Position applied for:	Location:			
Employment Type	Fulltime	Part-time	Casual	Contract
Where did you see this position advertised				
References	Referee 1	Referee 2		
Referee Name				
Organisation				
Professional Relationship				
Contact number				
Please read the following statements and answer				
I understand that Compass Housing Services Ltd may wish to contact my referees as part of the recruitment process and I give Compass Housing Services authority to do so.	Yes	No		
I am willing to attend a medical review if and when required by Compass Housing Services	Yes	No		
I am willing to undergo a National Criminal History Check and Working With Children Check (if required) and provide 100 points of identification	Yes	No		
Have you ever been convicted of a criminal offence (including any offences involving minors and or of a sexual nature) If Yes please provide details:	Yes	No		
Do you identify as being of Aboriginal background/descendant Torres Strait Islander background/descendant				
Both	Neither	Do not wish to disclose		

Are you:			
An Australian permanent resident or Australian Citizen	Yes		No
Hold a working visa to work in Australia	Yes		No
Please note you must attach proof of citizen, permanent residency or entitlement to work in Australia refer to Right to Work in Australia section for documents required)			
<p><i>Compass Housing is an Equal Opportunity Employer and we are committed to employing people from a range of backgrounds including those with disabilities. The following question relates to this commitment to EEO.</i></p> <p>Please provide details of any adjustments you believe may be required during the recruitment process or if you are the successful candidate.</p>			
<p><i>The following question relates to Compass Housing Services Co Ltd duty of care to our workers and service users. Please note you have a duty of disclosure to answer this question correctly, as misrepresentation or non-disclosure of previous medical and/or employment history which may affect the employee's capabilities to undertake the inherent requirements of the position and may be considered just reasons for termination of employment and could negate any application you may make for workers compensation.</i></p> <p>Do you have, or have you had any medical condition including previous worker compensation claims ie. physical injury or physiological or psychological condition which may affect your capacity to carry out the inherent requirements of the position you are applying for; or if by undertaking the inherent requirements of the position your medical condition or health could be adversely affected?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes please provide details:</p>			
<p><i>This certifies to the best of my knowledge, that the information I have provided in this application form is correct. I understand that providing false or misleading information on this application form could negate any application for workers compensation and or could lead to termination, if appointed a position with Compass Housing Services Ltd.</i></p> <p><i>I have read and understood the information in the Right to Work in Australia section of this document and I certify that I have a right to work in Australia.</i></p> <p><i>I understand that any appointment would include a probation period and my employment could be terminated during the probation period without notice.</i></p>			
Name		Date	