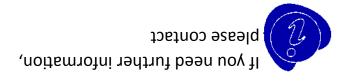




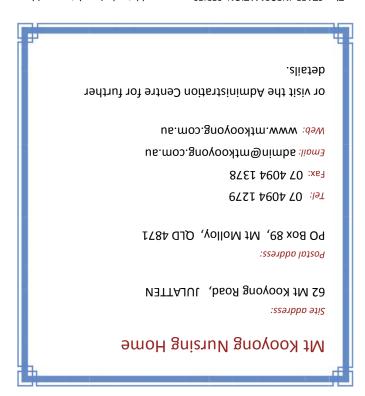
# **NOITAMROANI EMPLOYMENT**

- How to apply
- What do I need?
- areas of work? Can I apply for different
- **EAQs**



- the Manager
- the Director of Mursing or
- the Administration staff

Staff are always available to assist.



staff. This information is valid as at 20-06-2013 more information about the Home and about issues which relate to all The STAFF INFORMATION SERIES are pamphlets designed to provide

### Frequently asked questions..... ?

Can I apply for work in more than one area ?

ing or some in Maintenance, if available. YES; you can do some shifts in Mursing, some in Cater-

### Do I wear a uniform ؟

·noγ

the cost of your uniforms. The uniform is:-YES; you are paid a uniform allowance, which covers

collar is optional. (eg.,a polo t-shirt) White shirt (with embroidered logo) with short sleeves,

Long shorts, pants or skirt (navy or black colour)

The Home will have the logo embroidered, at no cost to

Closed-in shoes are essential for all staff.

that your uniform is clean and tidy at all times. being a part of this Facility. Therefore, it is essential and your fellow staff members. It also identifies you as work is an indication of your respect for the Residents Please remember that your physical presentation at

### Are there different times for work ?

early, afternoon or night duty shifts. times throughout the day. You may be required for This means the work times rotate for different shift YES; the Home is fully staffed 24hrs/day, 7days/week.

### 9 bing 9d I lliw woH

and the wages are processed the next day. Each fortnightly roster finishes on Sunday midnight,

# Employment applications

# Employment applications

## ViqqA of woH

sure you understand all of the information. You should read this brochure carefully and make

aged population who are in residential care. willing to learn and dedicated to caring for the frail terested in a variety of employment. The Home is Mt Kooyong is staffed by nurses, catering, mainte-

complete an Application for Employment form and To apply for employment is a simple process; just



"picture" of you. much information as possible, to give us a full you provide; it is  $\overline{\text{very}}$  important that you give as

at the Home, to allow you to visit the facility and ask tacted for an interview; this will normally take place

relevant documentation with you (a list is attached).

Employment applications

always interested in employing staff who are reliable, apply for more than one of these areas if you are innance and administration staff. You are welcome to

# What happens then?

send it to the Administration Centre.

Your Application will be assessed on the information

any questions you may have about the Home If your Application is successful, you may then be con-

When you attend the interview, you must bring all

### Required documentation

All staff must provide at morning training session:

Τ. Application for Employment

gesnme ٦.

Tax File number .ε

Full bank account details ٦.

Superannuation fund details/application ٦.

Current registration, if applicable .9

۲. Record of Service, if applicable

.8 Old Police Certificate or receipt

# Things you should know....

Kooyong, there are certain criteria which are mandatory. Before you will be considered for employment at Mt

1. provide the required documentation (listed above) on

your first orientation morning training session

2. make a commitment to our Quality Standards policy

3. agree to abide by the Policies/Procedures of the

prior to making your application for employment here. munications (eg., a no service area for mobile phones) so please give consideration to your transport and com-It is important to know the Home is located in Julatten,

# 59, did I get the job??

staff. were successful and you will then be offered a position on You will be notified within 7 days of your interview if you

### Yes.... welcome!

staff. Home and familiarize yourself with the Residents and other rience, designed to assist you to learn the procedures of the experienced staff on a real-time shift. This is 'hands-on' expe-"learning" shifts, i.e., you will be observing and learning from morning in the training room and two buddy shifts; these are Initially, you will be required to complete one orientation

erthe two buddy shifts are fully paid. Normally, the morning training is not remunerated, howev-

orientation shifts. You will be advised of the starting date and time for these

vere cough or flu. ease or if you have an easily-transmittable infection eg., se-Please do not attend for duty if you have any contagious dis-