



Applying Online

- Enter your personal information and answer the screening questions.
- Your application must include documents marked ***REQUIRED** including:
 - A current Resume/CV
 - Responses to the Essential Criteria outlined in the position description.
- Each role has an automatic closing date and can be closed prior if the role is filled or in final stages. Avoid submitting your application at the last minute. 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 hr@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. If your application is shortlisted you will be contacted by phone or email to invite you to an interview. Selection process begins from the date of advertisement and is not subject to advertisement closing date. Interviews are conducted with suitable applications as we receive them and an offer can be made prior to closing date.

Pre-employment Checks

If you are our preferred candidate, you will be required to complete our pre-employment checks to progress your application. Checks include:

- Two (2) reference checks
- Health Declaration or medical assessment
- National Criminal History (Police) check
- Evidence of right to work in Australia and Covid-19 full Vaccination record
- NDIS Check for NDIS identified roles
- 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 and all required checks are satisfactory, an 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.