

## Candidate Information Pack

Thank for your interest in working for CatholicCare. We are a vibrant and inclusive organisation with a deep commitment to assisting people to have positive relationships and connected lives. The work we do offers care, support and assistance to everyone, regardless of age, gender or religious beliefs.

We are always looking for great people to join our team. You don't have to be Catholic to work at CatholicCare. We welcome applications from people with Indigenous and Culturally and Linguistically Diverse Backgrounds.

The following information may assist you in your application and preparation for your interview and provide you with information about CatholicCare and our recruitment process.

### About CatholicCare

CatholicCare is a social service agency delivering effective and high-quality services throughout the Illawarra, Shoalhaven, Macarthur and Southern Highlands Region. We support the social and emotional wellbeing of all individuals, families and communities, our employees are committed to working collaboratively to build inclusive communities and an inclusive workplace.

### Submitting your Application

All applications must be submitted electronically through the CatholicCare Careers page. Please note that applications that are emailed, posted or delivered cannot be accepted. It is important that you provide a correct email address as this is the primary contact method. Please ensure that you check your email to see if CatholicCare has communicated with you about your application. All applications must be submitted prior to the closing date specified on the advertisement. Late applications will not be accepted.

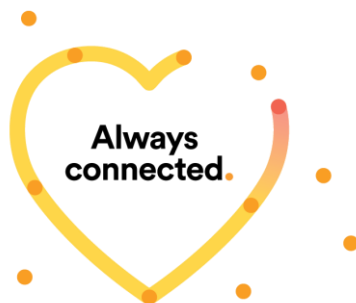
Your application should include the following:

- A brief cover letter
- A statement addressing the selection criteria
- A current resume

All required attachments relevant to the application need to be uploaded and submitted when the application is lodged.

### Essential Requirements

The essential requirements describe the knowledge, skills and capabilities required to perform the duties of the position. These can be found in the position description attached to the job. You should prepare a response to each criterion. The advertisement may also include targeted questions that will need to be addressed in an interview.



## **Interview**

Should you progress to the interview stage, you will be invited to attend a face to face interview. CatholicCare will contact you directly with the time, date and details for the interview. Generally, your interview will be conducted by a panel or 2 or 3 people.

Be prepared! Read over the position description and take some time to learn about CatholicCare.

What to bring to the interview:

- Copy of resume
- Qualifications – see below
- Identify Documents – see below
- Two referee contacts – see below
- Working with Children check – if relevant to the role
- Completed National Criminal History Check Form – on website

How to prepare for your interview:

- Ensure you arrive on time for your interview
- Please allow 15 minutes before the interview so you can review the interview questions
- Be prepared to answer questions outlined in the position advert and position description
- Ensure that you can advise and confirm availability for work – this will include approximate start date and shift availability if applicable
- Be prepared to ask questions

## **Qualifications and Certificates**

If the position you are applying for requires qualifications, certificates or licences please bring certified copies to the interview. Alternatively, the original documents can be brought and sighted by the interview panel. CatholicCare will verify qualifications, certificates and licences were required.

## **Probity Checks**

CatholicCare provides care and services to children and vulnerable people, we ensure that all employees are pre-checked before they are able to commence work. Probity checks are not intended to be intrusive; however, are a requirement to work at CatholicCare.

## **Nationally Coordinated History Police Check (NCHPC)**

All employees must have a current NHPC. If you are successful to the pre-check stage of the recruitment process, CatholicCare will lodge your NHPC. You will need to complete a police check application (on our website) and bring 4 points of identification to the interview. An example of these are – current passport, drivers' licence, medicare card and a debit/credit card. Please be advised that you should consider anything that may impact your ability to gain a cleared police check. If you are unsure you can ask about this at your

interview. If you need additional information, please contact our Careers team. CatholicCare will cover the cost of the police check.

### **Working with Children Check**

Dependant on the role and the location some employees will need a working with children check, and/or working with vulnerable people check. This will be advised before the interview and will also be part of the online application.

### **Referees**

Referee reports are an important part of the selection process. Applicants are required to provide the names and contact details (preferably email address) of 2 referees as part of the application process. It must be someone that you have directly reported to in your previous/current role. Please ensure that the referees provided are able to comment about how you work. Referees will not be contacted without your consent. CatholicCare does not accept written references so these should not be submitted with your application.

### **Pre-Employment Medical**

Upon successful completion of the stages above, you may be required to attend a pre-employment functional test. The purpose of this test is to ensure the applicant will be safely able to perform the inherent requirements of the position. The test is designed to ensure you have the right level of fitness required to undertake all duties of the role.

### **Employment Outcome**

As the successful candidate, you will receive a verbal offer by the Hiring Manager. Following this, you will be sent a letter of offer via CatholicCare's Careers portal. This will be sent via an online signature system, DocuSign.

You will also be required to supply relevant information and documentation via the portal (eg. Tax File Number declaration, Superannuation contribution, banking details etc.).

The length of each recruitment action often varies from role to role. There is no specific time of when the successful/unsuccessful candidates will be notified. If you have progressed to interview stage, the Hiring Manager will advise you of the outcome either way.