



## 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. 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](mailto: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

Shortly after the closing date, 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.

If you do not hear from us within a couple of weeks from the closing date, unfortunately it is unlikely you have proceeded to the interview stage. You are welcome to apply for future roles.

## 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 check
- Evidence of right to work in Australia
- 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, a conditional 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.