



Applying Online

- Enter your personal information and answer the screening questions.
- Your application must include documents marked ***REQUIRED** including:
 - **A current Resume/CV** (Include your name and contact details, information about your work experience including jobs, internships, and volunteer work you have done, as well as your education and any qualifications.)
 - 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 so it's best to get applications in as soon as possible.** We do not accept applications by email.
- You will receive an email from our Recruitment Team acknowledging that we have received your documents.
- To ensure you can equitably and fully compete in the recruitment process, you can seek reasonable adjustments. If you require a reasonable adjustment, please email hr@vinnies.org.au

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 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). We will contact you by email or phone during business hours.

Selection Process

We review applications and set up interviews with applicants who best address the requirements of the position against the selection criteria. If you are shortlisted for interview, you will be invited to an interview. Interviews often take a question-and-answer format, where you will get the opportunity to find out about the role and you can talk about your experience and previous work. You will be advised in advance about the interview format and any documents, presentations, or examples of previous work that might be needed. Interviews are conducted with suitable applications as we receive them, and an offer can be made prior to the closing date.

If you are not selected for an interview, you will receive an email to let you know that your application was not successful on this occasion.

Pre-employment Checks

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

- Two (2) reference checks
- Health declaration. *Some roles may also require a 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 the successful applicant, we will contact you to make a verbal offer and discuss a commencement date. Once agreed and all required checks are satisfactory, an offer of employment will be made in writing. This will be accompanied by an employment pack with information about working with the Society including your contract and other documents (e.g. Vinnies Code of Conduct, Tax File Declarations, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the HR Team, you are ready to start work on your agreed date. If you require a workplace adjustment to help you do your role this can be discussed with the hiring manager.