



Responding to ON-Q's Selection Criteria

OVERVIEW

An important part of your application for a position is the Selection Criteria.

Many applications include poorly written statements against the Selection Criteria.

The result is that selection panels find these applications difficult to assess.

The reasons for this difficulty are either that the Selection Criteria are not addressed at all or the Selection Criteria are so poorly addressed that the application does not provide sufficient evidence to judge suitability for the position.

Either way, chances are such applicants will be eliminated from further consideration.

Remember, the onus is on you to convince the selection panel of your suitability.

WHAT ARE SELECTION CRITERIA

Selection Criteria clearly document the skills, abilities, experience, knowledge and qualifications that a person ideally possesses to effectively and efficiently perform the duties of the position.

The degree to which applicants meet the Selection Criteria is a fundamental component of the overall selection process.

HOW TO ADDRESS SELECTION CRITERIA

As part of your application state each of the Selection Criterion as a heading and write your response underneath.

This should include a clear brief statement of why you meet the criterion, justify and validate this statement by providing clear examples or supporting evidence.

Directly addressing the selection criteria is your opportunity to show that you are the best person for the position. Remember quality not quantity counts, think of the best example of your skills, knowledge or abilities that cover the relevant key issues.

KEY POINT SUMMARY

- Address all parts of the Selection Criteria
- Support claims with relevant evidence or examples
- Provide quality not quantity
- Be concise and to the point



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Application for Employment

STRICTLY CONFIDENTIAL

If you access this form from our website, save it to your computer before closing.

Position Applied For:	
Mr/Mrs Surname: Ms/Miss	First and/or Given Names:
Date of Birth (must be completed if under 21 years)	Drivers licence Yes/No Class State.
Current Address:	
Post Code:	.Home Phone: Mobile:
Email:	
When can you start work?	Are you legally entitled to work in Australia? Yes <input type="checkbox"/> / No <input type="checkbox"/>
Do you hold Australian Residency? Yes <input type="checkbox"/> / No <input type="checkbox"/>	If no, please indicate status:
Have you ever been convicted of a criminal offence? (Disclosure of a conviction does not automatically disqualify you from employment.)	

MEDICAL

The following questions relate to ON-Q's duty of care to job applicants, clients, employees. Do you have or have you had, any medical, including physical condition, drug or alcohol dependency, injury or psychiatric condition which may affect your capacity to carry out the requirements of the position being applied for or if by carrying out the duties of the position your medical condition or health could be adversely affected? Yes No

If yes, please give full details and advise what adjustments may be required to enable you to carry out the inherent requirements of the job:

HOW DID YOU HEAR ABOUT THIS POSITION VACANT

<input type="checkbox"/> Newspaper (please specify which)	<input type="checkbox"/> ON-Q Website
<input type="checkbox"/> JobSearch Website	<input type="checkbox"/> Other Website (please specify)
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Other (please specify)

ADDITIONAL DIVERSITY/EQUITY INFORMATION RELEVANT TO YOUR APPLICATION

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Disability
<input type="checkbox"/> Non English Speaking Background (NESB)	<input type="checkbox"/> Aboriginal or Torres Strait Islander	

CONTACT IN AN EMERGENCY

Name	Address	Telephone No.

EDUCATION (MOST RECENT BACKWARDS)

Secondary/Trade/Technical/Tertiary Education	Year From	Qualifications/Trade/Results Achieved

DETAILS OF PREVIOUS EMPLOYMENT (MOST RECENT BACKWARDS)

Please attach a copy of your resume with this application form

Name and address of employer starting with most recent	Period of Employment	Position held and duties	Reason for leaving

EMPLOYMENT/PERSONAL REFERENCES (NOT RELATIVES)

Name of Referee	Title	Company	Telephone No.

All applicants for positions at ON-Q are asked to sign that they have read and understood the content of the following statement and that they give their consent to use and disclose their personal information for the purposes of recruitment and selection.

In accordance with the Privacy legislation ON-Q is committed to ensuring the confidentiality and security of your personal information. The information you supply during the recruitment and selection process will be used solely for the purposes of assessing your suitability for employment in the specified position. In order to assist ON-Q in the assessment of your application, it may be necessary for us to disclose your personal information to certain third parties such as internal managers, your referees etc. and as may be required by law. We will only disclose your personal information to third parties for this purpose. Periodically, ON-Q provides statistics only, on our employment practices for the purposes of equity and diversity.

ON-Q has a policy of retaining information relating to all applicants for a period of two (2) weeks after the selection process for the position has been completed. During this period if another position for which you may be suitable arises, we may use your information in considering your suitability for such a position. ON-Q may place your application in a pool for future vacancies. If we do place you in a pool you will be notified.

In addition, ON-Q will, in accordance with requirements under the Corporations Act, seek information in relation to past performance and employment history. Therefore, reference checks with previous employers, working with children checks, police checks, bankruptcy checks, if applicable, and educational qualifications checks, if applicable will be carried out prior to any offer of employment.

<i>I consent to ON-Q using and disclosing my personal information for the purposes of recruitment and selection for the position of</i>
<i>I do/do not* consent to ON-Q using and disclosing my personal information for the purposes of recruitment and selection for ANY OTHER suitable positions that may arise in the future.</i>
<i>I consent to ON-Q making inquiries about me from my referees and any other person.</i>
<i>I consent to ON-Q carrying out a working with children/police check/s*, if applicable to the position.</i>
<i>I consent to ON-Q carrying out an educational qualifications check*, if applicable to the position.</i>

** Delete whichever is inapplicable*

I certify to the best of my knowledge, all the information given in this application is complete, true and correct. I understand that if I am the successful applicant, providing false information on this form and other job application documentation could negate any future application made for workers' compensation and/or could lead to disciplinary action up to an including termination of employment.

Date of Application: / /

Signature of Applicant: _____

EMPLOYER COMMENTS ONLY



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About ON-Q

Since commencing in the Tweed Valley in 1988, ON-Q Human Resources has developed into a leading edge not-for-profit organisation. We are located in the best and most liveable part of Australia with our head office in Byron Bay and other offices in the Northern Rivers area in New South Wales and on Queensland's Gold Coast.

ON-Q's major business activities include the Real Ability (Specialised Employment Service) program for people with disabilities that now includes Vocational Rehabilitation Services, the Start Smart Australian Apprenticeship program and the Get Ready School to Work Transition program for school leavers with disabilities.

ON-Q has developed a formidable reputation as one of Australia's longest established employment services for people with disabilities. ON-Q also ranks among the highest achieving employment services in terms of successful placement outcomes and is a leader in promoting people with a disability gaining access to Australian Apprenticeships. We quality accreditation against ISO 9001:2000, the Disability Service Standards and National Standards for Group Training Organisations.

ON-Q is a progressive and entrepreneurial company with well-developed business systems and a penchant for attracting and retaining talented employees. People with similar values to our stated values thrive in our achievement-orientated company.

With an excellent reputation and consistent high levels of staff satisfaction ON-Q offers a rewarding and enjoyable career opportunity.

MISSION

Our Mission is to help people, especially those who are disadvantaged or who have a disability, to build valued social roles in their communities through participation in paid work.

We will accomplish our Mission by achieving our two main goals.

Goal 1

To provide high quality, individualised and integrated employment and related services to people who are either classified as disabled, school leavers or in other ways disadvantaged in the labour market

Goal 2

To provide structured training and support for disadvantaged job seekers in a way that meets the needs of our local employers

VISION

ON-Q's vision is to build a human services company that:

- Is business-like and values-driven,
- Provides contemporary and innovative solutions for our clients and customers,
- Enhances careers and opportunities for our people and
- Makes a positive contribution to our community.

Statement of Values

INTEGRITY We believe that our integrity and reputation are our most valuable assets. The principles of honesty, trust, dependability and loyalty are supported by all of our members through our Code of Conduct and our respect for each other. We are proud to be an ethical Company. We are realistic about what we can do and we stand by our word with our customers and our clients. We say what we do and do what we say.

PROFESSIONALISM We believe it is our civic duty to be purposeful, efficient and effective. We are an achievement oriented Company, organised, knowledgeable, committed and persistent. We believe that competition is healthy and encourages us to strive for standards of excellence. The highest standards of professionalism are our benchmarks. Every ON-Q member is accountable for his or her own work performance and contributes to the success of our Company.

EXCELLENCE We want to be known for our desire to excel. We want our Company to be strong and be up there with the best. We continually review the needs of our clients and customers and find contemporary and innovative solutions for them. We expect and reward excellence. People who use our service are entitled to the very best.

COMPASSION We are here to help those who most need our help. We address real needs and when we do intervene, we will make a positive, significant difference to people's lives. We are in the business of social justice. We are caring of our clients and loyal to each other.

EMPOWERMENT Everyone involved with this Company has the right to be treated with dignity, respect and confidentiality. We have a role as defenders and advocates of the rights of our clients, both in their dealings with us and with others. We value and respect the decisions of the people who use our service

INTEGRATION The inclusion of diverse and different people contributes to the health, richness and strength of our community. We expect people who are disadvantaged, especially those who have a significant disability, to be an active part of our community. Participation in paid work helps people to have real choices in life. Our role is to help people develop their vocational competence and increase their social and economic independence

INDIVIDUALISED We are a client-focused Company that believes in personal service, for our clients, our employers and our staff. We don't treat people as objects but look at the whole person. We believe that at any point in a person's life they can develop new skills and that we can contribute to that process by encouraging and nurturing individual development. We focus on what people can do, not what they can't. We encourage people to value their rights and meet their responsibilities.

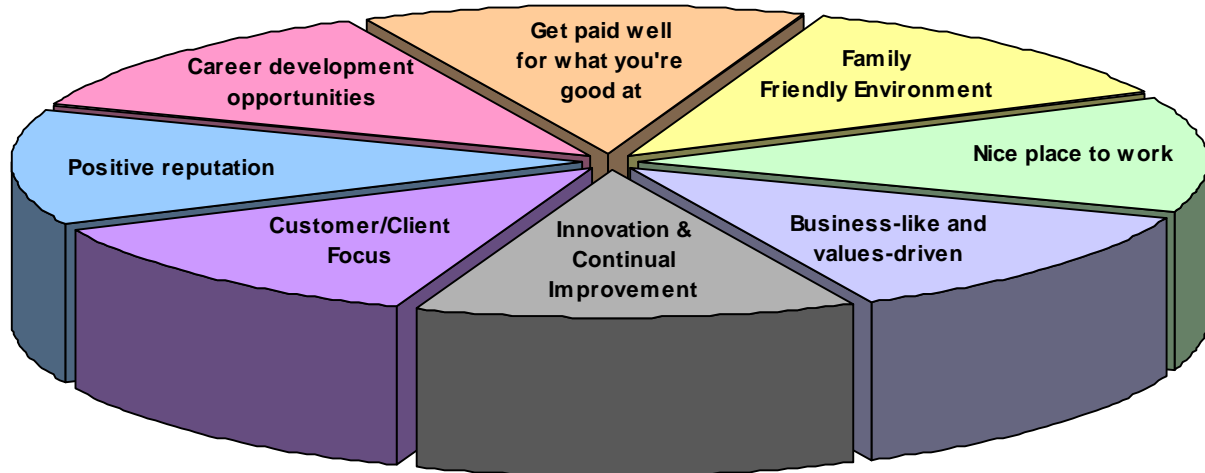
DEVELOPMENTAL We are a learning organisation, continually striving to be better at what we do. Our service delivery will always focus on helping our clients develop their confidence and choices by developing their competence. We believe that with the right resources, every individual has the power to change their own life for the better; our job is to help them.

NOT FOR PROFIT We believe that when providing services for disadvantaged members of our community, the most appropriate business model is the not for profit organisation. We offer the right mix of efficiency and effectiveness. We have a responsibility to deliver maximum value to our funding bodies, our clients and our customers. We have to have a margin to have a Mission and surplus funds generated from our activities are re-invested in the pursuit of that Mission.



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Benefits of Working for ON-Q



FAMILY FRIENDLY WORKPLACE

Paid maternity/paternity leave; Time-in-Lieu arrangements

PLEASANT PLACE TO WORK

- Professionally designed and presented offices that are well equipped
- Great people working together in a constructive, achievement-oriented culture
- Social activities (eg Christmas Party)
- Access to professional supervision (eg Counselling)

BUSINESS-LIKE & VALUES-DRIVEN

Not-for-profit mission and values with investment in resources and capacity

INNOVATION & CONTINUAL IMPROVEMENT

Quality Activities and Awards; Innovative Project Fund

CUSTOMER/CLIENT FOCUS

Quality System

POSITIVE REPUTATION

In our communities and at Government Policy level

CAREER AND DEVELOPMENT OPPORTUNITIES

Leadership Development Program (LDP); Accredited training in CIV Employment Services; Focus on providing internal career opportunities; Study Leave

GET PAID WELL FOR WHAT YOU'RE GOOD AT

Rewards and Recognition Program – access to Gainsharing and Bonuses for exceptional performance; Salary Packaging with vehicle for eligible staff