

## F2202 APPLICATION FOR EMPLOYMENT

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**Thank you for your interest in applying for a position with Open Minds. The following information is provided to guide you through our selection process and to assist you in the preparation of your application.**

Open Minds is committed to Equal Opportunity Employment and to creating inclusive work environments where people are valued for their diverse cultures, experiences, knowledge and abilities.

Workforce diversity means that we recognise and respect our differences and reflect this in the way we work and treat each other. In this way, our workplaces are welcoming, supportive, productive and free from all forms of unlawful discrimination and harassment.

### **Applicant Information Guide**

1. Please write clearly in block letters and complete all Sections of the Application
2. Complete a separate application form for each position that you are applying for
3. Applications that are incomplete or received after the closing date may not be accepted
4. The following information must be included in your written application:
  - Application for Employment Form
  - A Resume outlining your work experience
  - A Statement of how you meet each of the Selection Criteria (if required)
5. Applicants who do not meet the Selection Criteria cannot be appointed.
6. Please submit completed applications to:

Open Minds Human Resources, PO Box 8142 Woolloongabba QLD 4102 or via email to:  
[hr@openminds.org.au](mailto:hr@openminds.org.au)

Further information regarding the position may be obtained by contacting our Human Resources Coordinator on 07 3896 4224.



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<b>SECTION 4 – CERTIFICATIONS</b>			
Do you have a current <b>Drivers Licence?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	State:	Licence No:
Do you have a current <b>First Aid Certificate?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No It is desirable for all Employment Staff to hold a current First Aid Certificate. You will be required to obtain certification at your own expense if you do not already possess First Aid Certification.		
Do you have a current <b>Queensland Blue Card?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Id No:	Expiry Date:
	It is desirable for all Support Workers to hold a current Queensland Blue Card for Working with or around Children. Open Minds will obtain certification on your behalf if you do not already possess a Blue Card. If you already hold a Blue Card you will be required to produce the card.		
Do you have a current <b>Queensland Disability Services Positive Notice Card?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Positive No:	Expiry Date:
	The <i>Disability Services Act 2006(Qld)</i> requires Open Minds to perform a criminal history screening for all people engaged by them. Open Minds will obtain certification on your behalf if you do not already possess a Positive Notice Card. If you already hold a Positive Notice Card you will be required to produce the card.		
<b>SECTION 5 – APPLICANT DECLARATIONS</b>			
<input type="checkbox"/> I agree to Open Minds requesting confidential information from my previous employer/s			
<input type="checkbox"/> I understand that false, misleading or dishonest information provided by me may be grounds from dismissal or non-appointment with Open Minds.			
<input type="checkbox"/> I declare that all information I have provided in this application is true and correct.			
Applicant's Signature		Date	
		/ /	
<p><b>Privacy Disclaimer</b> – Open Minds is required to comply with Commonwealth and State Privacy Laws. The information that you have provided to Open Minds will be used, where applicable for the purpose of your application as required. Only authorised employees of Open Minds have access to this information. Your personal information will not be disclosed to any other person/s without your consent unless authorised or required by law.</p>			