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| **Application Form** |
| What position are you applying for? | Local Area Coordinator |
| What office location are you applying for? | Kempsey (part time 32 hours per week) ORCoffs Harbour (full time for 6 months) |
| Name: |  |
| Phone Number: |  |
| Mobile Phone Number:  |  |
| Email Address: |  |
| Residential Address: |  |
| Date of Birth: (required for Working with Children clearance) |  |
| **Applicants are asked to confirm they comply with the following essential criteria of the position**  |
| Are you an Australian Citizen? |  YES NO |
| If you are not an Australian Citizen, do you hold a visa to work legally in Australia? |  YES NO |
| Will you be able to obtain a clear National Police Check? (Applicants do not apply for their own NPC) |  YES NO |
| Do you give Mid Coast Communities permission to lodge your police check electronically on your behalf? |  YES NO |
| Do you currently hold a Working with Children Clearance (WWC)? |  YES NO |
| If so, what is your WWC number? |  |
| If you do not have a WWC, are you able to confirm that you are willing to apply for a WWC and be eligible to receive a clearance? |  YES NO |
| Do you hold a current driver’s licence?  |  YES NO |
| Are you able to work flexible hours in response to organisational and participant need? |  YES NO |
| On a scale of 1 (very low) to 5 (very high), how would you rate your confidence and competence in using current information and communication technology and applications?  |  1 2 3 4 5 |
| Are you willing to undergo online psychometric testing as part of the recruitment process? |  YES NO |
| **Please advise how you became aware of this position (insert ‘yes’ to all that apply)** |
| Seek |  | Blue Sky Website |  |
| Facebook |  | Friend |  |
| Newspaper |  | Blue Sky Staff Member |  |
| Job Agency |  | Other (please specify) |  |

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| **Please respond to the following Criteria by writing a response in boxes below (as a guide your answers should be no more than 250 words per question)** |
| **One** | Tell us about your ability to strongly and consistently align your behaviours, attitudes and conduct with the organisation’s values, culture and code of conduct. |
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|  **Two** | Tell us about your capability and willingness, to promote the NDIS in a positive manner, and to communicate its goals, activities, processes and functions correctly and confidently. |
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| **Three** | Tell us about your capability and willingness, to achieve key performance indicators within a high volume environment to required timeframes, and to perform NDIS participant work in accordance with NDIS and LAC goals and operating procedures. |
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| **Four** | Tell us about the skills you use to ensure you are working effectively, efficiently and productively, including your time management, prioritisation, organisational, administrative, record keeping and writing skills. |
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| **Five** | Tell us about your ability to quickly learn and master information and communication technology tools and systems. |
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| **Six** | Tell us about your communication, interpersonal and professional relationship building and networking skills. |
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| **Seven** | Tells us about the how you will work with people, in a way that builds their capacity and skills. |
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| **Eight** | Tell us about how you will work with the communities, in a way that builds community capacity and inclusion. |
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