# **EMPLOYMENT APPLICATION FORM AND INFORMATION KIT**

Dear Applicant

Thank you for your interest in applying for a position with BOWEN FLEXI CARE.

The accompanying package, which contains our Employment Application Form, is designed to assist you prepare your application by providing you with information about BOWEN FLEXI CARE and the procedures for applying for advertised positions. Please read this material before completing your application.

For your application to be considered it must be received no later than the advertised closing date at the address given in the advertisement.

Kind regards

People & Culture Department

**Our Purpose**

#### We feel privileged to provide a wide range of valued service to the people we support and their families, carers and members of the community through the effective delivery of flexible and individualised support plans

# **INFORMATION KIT**

**ABOUT BOWEN FLEXI CARE**

**PURPOSE**

#### Bowen Flexi Care is a trusted and established community service provider. We are dedicated to providing quality, sustainable and flexible services to inspire, empower and enrich lives every day.

We support individuals, their support networks and the community in many unique ways to ensure that everyone has the opportunity to explore their interests, do what they love and lead a full life.

We’ve been providing support services to Bowen and the Whitsunday region since 1995 as an incorporated not-for-profit association. We are dedicated to ensuring that the individuals we support live an empowered life through a range of holistic supports and [services](https://bowenflexicare.org.au/services/).

Bowen Flexi Care provides support under the [National Disability Insurance Scheme](https://www.ndis.gov.au/) (NDIS) and is a Registered Provider under the Scheme.

You’ll quickly discover that Bowen Flexi Care is not your typical not-for-profit organisation; we are savvy, innovative, community minded and proud of the work we do.

BOWEN FLEXI CARE provides services throughout the beautiful Whitsundays are to members of the community across a variety of different disciplines. Supported Accommodation, Family Support, Lifestyle Support, Learning & Development, Abilities & People Over 65, in fact, the list is endless.

**OUR VALUES**

## Our Vision

To see every individual challenged with a disability to feel empowered and included.

## Our Mission

To provide a broad range of quality services for people with disabilities and their carers through the effective delivery of flexible and individualised support plans.

## Our Values

* Respect
* Individuality
* Empowerment
* Inclusion
* Responsibility

## **Our Actions**

Our Values **will be reflected in our Actions:**

### **Respect**

**We believe in respect, and will at all times, support the equality of all persons irrespective of cultural, religious or any other backgrounds.**

### **Individuality, Empowerment and Inclusion**

**We believe that with the appropriate resources, all individuals have the capacity and right to express and enact choices in their own lives.**

### **Responsibility**

**Every individual has rights and must accept the responsibilities which accompany them.**

## **BOWEN FLEXI CARE COMMITMENT TO QUALITY**

BOWEN FLEXI CARE is committed to a continuous improvement quality culture to achieve its strategic vision and mission of building the capacity and capability of individuals, families and communities through the provision of an integrated range of services and programs that meet or exceed customer expectations and requirements.

The objectives of BOWEN FLEXI CARE quality culture are:

* All at BOWEN FLEXI CARE are engaged in renewing service and business practice using the quality improvement cycle - a disciplined process of assessment, planning, implementation and evaluation.
* Customer satisfaction is achieved by delivering customer-centred, efficient and effective services.
* The achievement of recognised accreditation standards.
* Compliance with legislative and funding requirements.

To achieve these objectives, BOWEN FLEXI CARE will maintain an infrastructure to support effective and efficient communication processes and knowledge management.

BOWEN FLEXI CARE management will provide strong leadership and clear direction for the quality management system by reviewing the system at least annually in accordance with the Quality Management Review Policies.

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###### **APPLICATION CHECKLIST**

Please use this checklist to ensure that you have completed all sections of your application, and that you have attached all of the required documents. Please submit this completed checklist with your application.

**Have you shown**:

* The name of the position/s you are applying for
* Your name and postal address
* A daytime contact number and contact address

 **Have you attached:**

* A completed, and signed, Application Form
* A statement (minimum 2 paragraphs) explaining a bit about yourself and how you feel you would fit into our wonderful BFC team.
* An up-to-date resume
* Photocopies/proof of your qualification/s

**GUIDE FOR APPLICANT**

We offer positions to people based on merit. The applicant considered to be the most capable of doing the position is selected. To decide this, we look at qualifications, experience, skills, standard of work and any personal qualities relevant to the advertised position. Choosing the best person for the position is part of our policy of equal employment opportunity.

The advertisement gives the name of a contact person, this person will be able to provide you information about the position if you need it. The advertisement also gives the selection criteria that you are to address. The interview panel cannot overlook any of the selection criteria, so if you do not address these your application is unlikely to be further considered.

 **WRITING YOUR APPLICATION**

* First you should fill in the BOWEN FLEXI CARE employment application form
* Write a statement (minimum 2 paragraphs) explaining a bit about yourself and how you feel you would fit into our wonderful BFC team.
* Include an up-to-date Resume. You should also tell us what type of work, including voluntary or unpaid work, you have done in the past, what organisations you have worked for, periods of employment, the kind of work you did, your skills and what your responsibilities were.
* If Qualifications are a requirement of the position, please submit photocopies or scanned copies of your academic transcript/qualification. Should you be shortlisted for an interview, please bring the original documents.

## **SENDING YOUR APPLICATION**

You should make sure that you send your application with plenty of time, so that it reaches us by the advertised closing date. Late applications will not be accepted.

## **ATTENDING AN INTERVIEW**

If you are selected for an interview, you will be contacted to advise you when and where the interview will be held. You will usually be told at least 3 working days beforehand.