

Dear Applicant,

Thank you for your interest in the position of **HOME SUPPORT WORKER**. The attached information is to assist you in your application and provides information on the position, what HMOW does and our organisational values.

HMOW selects candidates based on merit which means we follow a process that allows us to select the person whose skills, knowledge, experience and values best match the role requirements. Therefore, to complete your application you are required to:

1. Complete the essential criteria listed on page 2.
2. Complete the application for employment form.

**Applications will not be considered unless the criteria are addressed**

The position will require travel across the Greater Hume council area. This role will be paid at a SCHADS Level 1-4, Home Care stream, Casual (\$38.56-\$44.96). Position is expected to be 24-28 hours per week.

Steps in the HMOW recruitment and selection process:

1. The panel will complete an initial review to decide who to invite to interview.
2. Applicants identified as suitable for interview will be contacted by phone (or alternative method if you have indicated this) and advised of an interview date and time.
3. Applicants will attend an interview. The interview questions will focus on your skills and experience in relation to the position, ask you what action you would take in different scenarios related to the position, and how you would undertake different aspects of the role.
4. The panel will decide on who best matches the job requirements and conduct reference checks.
5. Pre-employment screening will be completed prior to making a formal job offer.
6. If the reference checks and pre-employment screening are satisfactory, a formal job offer will be made, and a start date negotiated.

Where qualifications are required for the role, you will need to attach a copy to this application and bring them to the interview. If you require further information, please contact the Manager on 0260363677

- Meals on Wheels
- Transport
- Social Support
- Food Services
- Domestic Assistance
- Personal Care

More  
than just  
a meal



**Applications to be addressed to:**

The Manager  
Sue Winnett  
Holbrook Meals on Wheels Service Inc.  
PO box 198  
Holbrook NSW 2644  
[manager@holbrookmealsonwheels.com.au](mailto:manager@holbrookmealsonwheels.com.au)

**Please ensure you address each of the criteria - or your application will not be considered.**

**ESSENTIAL CRITERIA**

**We are looking for an enthusiastic, self-motivated person to join our team in the role of Home Support Worker.**

An understanding of the Aged Care Quality Standards

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Empathy towards and ability to communicate effectively with older people. Excellent verbal and interpersonal skills

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A strong commitment and capacity to work with older people

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Positive engagement techniques and an adaptable style to meet the individual needs of participants

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Initiative and high level of motivation. Ability to problem solve.

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Knowledge of privacy and confidentiality requirements. Workplace Boundaries

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Respecting professional boundaries within the context of a service provider

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Ability to work independently and in a team environment.

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Current First Aid qualification (or willing to undertake)

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Current NSW Driver's license and good driving record

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This position is subject to a National Police Check

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**Form: APPLICATION FOR employment**

The information supplied in this document and in your application will be treated in the strictest of confidence.

**A National Criminal Record Check is completed for all positions.**

**Details of the vacancy you are applying for.**

|   |                                 |
|---|---------------------------------|
| <b>JOB TITLE:</b>                       |                                 |
| <b>LOCATION:</b>                        |                                 |
| <b>EMPLOYMENT TYPE (PLEASE CIRCLE):</b> | Permanent / Fixed Term / Casual |

**APPLICANT DETAILS**

|  |          |               |                |
|--|----------|---------------|----------------|
| Title:   | Surname: | Given Name/s: |                |
| Home Address:  |          |               |                |
| Suburb:  |          | State:        | P/Code:        |
| Contact Details:   |          |               |                |
| Work:  |          | Home:         |                |
| Mobile:  |          | Email:        |                |
| Qualifications:<br>Please attach certified copies of all qualifications and certificates of attainment |          |               | Year Obtained: |
|  |          |               |                |
|  |          |               |                |
|  |          |               |                |

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|  |                                 |                               |
|--|---------------------------------|-------------------------------|
| Are you an Australian Citizen / Permanent Resident?  | <input type="checkbox"/> Yes    | <input type="checkbox"/> No   |
| If no, do you have a working visa  | <input type="checkbox"/> Yes    | <input type="checkbox"/> No   |
| <i>(Note: to be eligible for employment, applicants must have the appropriate work visa or have permanent residency status)</i>  |                                 |                               |
| Do you hold a Current NSW Drivers Licence<br>Class:  | <input type="checkbox"/> Yes    | <input type="checkbox"/> No   |
| Do you have any outstanding charges against your Drivers licence that would cause it to be disqualified either now or in the future?   | <input type="checkbox"/> Yes    | <input type="checkbox"/> No   |
| Can you drive:   | <input type="checkbox"/> Manual | <input type="checkbox"/> Auto |
| Where did you see/hear of our advertisement?   |                                 |                               |
| Do you have any pre-existing injury or illness of which you are aware that you could reasonably be expected to foresee, could be affected by the nature of the duties and responsibilities of the position for which you are applying? |                                 |                               |
|  | <input type="checkbox"/> Yes    | <input type="checkbox"/> No   |
| If yes, please provide a brief description (or on a separate advice):  |                                 |                               |
| Do you have any previous or pending Workers Compensation Claims?   |                                 |                               |
|  | <input type="checkbox"/> Yes    | <input type="checkbox"/> No   |
| Do you have any convictions, findings of guilt and/or pending police charges against you that are less than 10 years old?  |                                 |                               |
|  | <input type="checkbox"/> Yes    | <input type="checkbox"/> No   |
| If yes, please provide brief details:  |                                 |                               |
| <i>(Note: A satisfactory police record check is a prerequisite of the position)</i>  |                                 |                               |

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**EMPLOYMENT DETAILS**

|                             |  |
|-----------------------------|--|
| Are you currently employed? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|-----------------------------|--|

**PLEASE LIST YOUR THREE MOST RECENT EMPLOYERS**

|                                  |                                     |
|----------------------------------|-------------------------------------|
| Organisation:                    |                                     |
| Position Held:                   |                                     |
| Dates of Employment:             | Start:                      Finish: |
| Reason for leaving:              |                                     |
| Employment Type (please circle): | Permanent / Fixed Term / Casual     |

|                                  |                                     |
|----------------------------------|-------------------------------------|
| Organisation:                    |                                     |
| Position Held:                   |                                     |
| Dates of Employment:             | Start:                      Finish: |
| Reason for leaving:              |                                     |
| Employment Type (please circle): | Permanent / Fixed Term / Casual     |

|                                  |                                     |
|----------------------------------|-------------------------------------|
| Organisation:                    |                                     |
| Position Held:                   |                                     |
| Dates of Employment:             | Start:                      Finish: |
| Reason for leaving:              |                                     |
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**REFEREE DETAILS**

*(Note: three referees are required. At least two of these referees should have been your immediate supervisor in your past or existing role. Please also provide a land line number)*

|                       |                       |
|-----------------------|-----------------------|
| 1.Name of Referee:    |                       |
| Position Held:        | Contact No:<br>Email: |
| Name of Organisation: |                       |
| Relationship to you:  |                       |
| 2.Name of Referee:    |                       |
| Position Held:        | Contact No:<br>Email: |
| Name of Organisation: |                       |
| Relationship to you:  |                       |
| 3.Name of Referee:    |                       |
| Position Held:        | Contact No:<br>Email: |
| Name of Organisation: |                       |
| Relationship to you:  |                       |

**CERTIFICATION**

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| <p>I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I understand that, if I am employed, I will be liable to dismissal if any of the statements in my application are found to be deliberately misleading.</p> <p>Applicants Name:</p> <p>Date:</p> |
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