



CHILD Australia
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Application Package

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1.0 Introduction to Child Australia

We commenced operations in 1987 as The Resource Unit for Children with Special Needs (RUCSN) to help child care services include children with disabilities in mainstream child care settings. Since then we have grown to provide a much wider range of services to the early childhood education and care sector in Western Australia and the Northern Territory. To reflect this broader role, in November 2008 we changed our name to Child Inclusive Learning and Development Australia (Child Australia). Information about our current programs and services can be obtained from our websites www.childaustralia.org.au www.pscwa.org.au; and www.pscnt.org.au .

We are an innovative organisation with a strong organisational culture developed from our Mission, Vision and Values. Our head office in Malaga houses metropolitan services, executive staff, corporate services, professional support coordination and our resource centre. Other offices are located in Albany, Mandurah, Dunsborough, Geraldton, Kalgoorlie, Karratha, South Hedland and Darwin.

2.0 Applying for a Position

2.1 Written application

You must submit a written application for all advertised positions. Our advertisement or request for expression of interest will list all of our requirements. Your application should always include a covering letter and your current resume (Curriculum Vitae). In some instances, we will ask you to address selection criteria. You may do this in the body of your covering letter or in a separate statement (maximum three pages). We will use your application materials to decide if you progress in our selection process.

2.2 Submitting applications.

Most positions are advertised through seek.com and on our website. We prefer to receive applications by email however you may also post or fax your application to us.

Email	hr@childaustralia.org.au
Postal	Human Resources, Child Australia, PO Box 2562, Malaga WA 6944
Facsimile	(08) 9249 4366.

3.0 Interview Process

3.1 What to expect

Applicants short-listed for interview will be contacted by telephone so please ensure that your application includes a day time telephone contact. All applications are confidential and no referees will be contacted without your prior consent. If you are offered an interview and have particular requirements (e.g. accessible parking or communication aids) please advise us so that we can assist you.

3.2 Selection Techniques

We may also undertake pre-interview telephone screening. We use a range of selection techniques including telephone screening, skills assessment and personal interviews. We will keep you informed and let you know what to expect at each stage of the selection process.

3.3 Outcome of Application

All applicants will be advised of the outcome of their application.

4.0 Additional Requirements

4.1 Police Clearance

Employment is subject to a current satisfactory Federal Police Certificate. A criminal record does not automatically preclude employment as consideration will be to the nature of the offence(s) and the work to be performed.

4.2 Working with Children Check

The Working with Children (Criminal Record) Checking Act 2004 requires persons whose normal duties include working with children to have a Working with Children Card. This may apply to you.

5.0 Conditions of Employment

The Child Australia Enterprise Agreement 2010 provides the conditions of service for all employees. We pride ourselves on being a progressive and flexible Employer of Choice. We offer flexible working arrangements, professional development opportunities, and a culture that supports initiative and growth.

6.0 Salary Packaging

6.1 What is it?

We are a not for profit public benevolent institution (PBI) so can offer tax effective salary packaging to our employees. PBIs do not pay fringe benefits tax on \$16,050 of benefits provided per employee. As a result, we can make expense payments of your behalf (mortgage, credit card, bills, insurance) to the value of \$16,050 per annum.

6.2 How does it work?

Your annual salary is reduced by this amount and you pay tax on the reduced amount only. As a result, there is a marked increase in your disposable income because of the decrease in tax that you pay. There is no additional cost for the organisation but a marked benefit for the employee.

6.3 How much is it worth

For example, a position with a commencing salary of \$50,000 per annum achieves the same disposable income with legal PBI packaging as an unpackaged salary of \$56,720 per annum.

6.4 What does it mean for me?

We cannot provide advice to you. We suggest that you refer to the Public Benevolent Institution calculator at www.epacsalarysolutions.com to see how salary packaging may impact on you, and take independent financial advice.