

Advice to applicants

Information to help you put your application together

Thank you for considering HomeStart as a place you'd like to work. Your application is an opportunity for you to demonstrate how your skills and experience can successfully fulfil the requirements of a role which has been advertised.

It's important that you thoughtfully prepare your application, address what you have been asked to in the advertisement and answer any targeted questions, where relevant before you submit your application.

Different roles will have varying requirements, however a merit-based selection process that is open, competitive and free of bias, unlawful discrimination, nepotism and patronage is always used.

The recruitment process may include:

- an assessment of your application
- an interview
- referee checks
- screening checks (e.g. national police certificate, bankruptcy)
- psychometric testing
- presentations or written exercises.

Should you wish to disclose a disability or medical condition so that consideration may be given to any reasonable adjustments which may be able to be made to the assessment process, please advise the nominated enquiries person, as HomeStart is an equal opportunity employer.

As the purpose of recruitment is to identify the person best suited to the role and the needs of HomeStart, not all applicants will progress through all recruitment stages.

Here is a general guide to the stages of the process.

1. Application

Carefully read the advertisement to determine if the role is right for you.

Check that you have the necessary qualifications, experience, skills and abilities required.

Address any requirements of the role in your cover letter which should describe how your skills and experience address the requirements of the role. Also ensure you send to us as part of your application an up-to-date resume. Some roles that we advertise may require you to respond to open-ended or 'targeted' questions during the application process.

Complete your application and submit all supporting documentation by the closing date and time. Late applications may always be accepted if you have not discussed this with the enquiries person – please ensure if you lodge a late application that the enquiries person has agreed to this.

Resources

- [How can you put your skills to work?](#)
- [Find the right job for me](#)
- [Improve my resume](#)
- [Career change advice](#)

2. Initial shortlisting

Your application will be reviewed against the requirements of the role to determine if your application will progress to the next stage. This stage is referred to as shortlisting.

3. After initial shortlisting

If you are successful at the shortlisting stage of the process, a more formal assessment of your application may be made. This may include online testing, a telephone interview, sample work tasks such as case studies, writing assignments, role plays etc. Some assessment activities may be timed and likely to include reading from a computer screen or paper.

If you have a disability and need an adjustment to be made to the assessment process, please inform the nominated enquiries person.

4. Interview

The interview will be conducted by a panel of two or more people consisting of HomeStart employees who will ask behaviour-based questions designed to enable you to demonstrate how you have fulfilled the requirements of the role from your experience.

Some panels will ask 'scenario' based questions where they pose a likely situation to you and ask how you would respond in that situation.

You can prepare for the interview by reviewing the requirements of the role (qualifications, experience, and knowledge) and reflecting on how you've demonstrated these requirements in the workplace or through studies that you may have undertaken. Interviews are usually conducted in-person, however these can also be by video-conferencing such as MS Teams, or Skype etc.

5. Referee checks

You will be required to nominate at least two (2) referees in your application. One should include a current or recent line/people leader. If you have not nominated your current/ line people leader, the panel may, subject to advising you, contact the people leader or other referees that the panel believe are relevant. The panel does not need your permission to do so.

If you are successful in progressing to this stage of the recruitment process, your nominated referees will be contacted to provide evidence of your past behaviour, knowledge, values and skills. If referee checks are satisfactory, your application may progress to the next stage.

6. Screening checks

You will be required to complete a Pre-Employment Declaration outlining your suitability, eligibility and capacity to undertake the functions of the role you are applying for in the South Australian public sector.

The following screening checks may be conducted, depending on the requirements of the role:

- medical and functional capacity assessment
- relevant criminal screening checks
- registration with the relevant professional body
- education qualification check
- citizen or residency status or visa check
- re-employment eligibility checks (for current public sector employees).

All pre-employment checks must be satisfactory before you can commence employment.

7. Employment offer

If successful, you may be offered the role verbally, followed by a written offer soon after. Before receiving an offer of employment, you will be required to complete a Pre-Employment Declaration.

Eligibility

The South Australian public sector is committed to employment practices that are fair, responsive and inclusive.

Australian citizens, permanent residents and non-Australian citizens are eligible to apply. If you are a visa holder - whether it be temporary, provisional or permanent - it must be valid and permit you to work in Australia.

Applicants can check their work rights using the [visa entitlement verification online \(VEVO\)](#).

Timeframes

Given the high number of applications received for some roles, the time for recruitment does vary.

More information

If you require more information about the role you are applying for, or the application process, please contact the person listed on the job advertisement.

Privacy collection statement

HomeStart collects your personal information so that we may assess your application for employment. If you do not provide the information requested by HomeStart, we may be unable to progress your application.

In order to assess your suitability for employment, HomeStart may contact referees nominated by you in your application and disclose your personal information. The information disclosed will be strictly limited to what is required to assess your suitability for employment with us. HomeStart is not likely to disclose your personal information to overseas recipients.

HomeStart's Privacy Policy contains information about how you may:

- Access your personal information that is held by HomeStart;
- Seek correction of your personal information that is held by HomeStart; and
- Complain about a breach by HomeStart of the Australian Privacy Principles and how we will deal with such a complaint.

Please contact peopleandculture@homestart.com.au if you have any queries or requests in relation to the Privacy Act.

Best of luck!
