

So, you're considering HomeStart as a place you would like to work?

Whether it's your first time in applying for a role, or you've done this many times, we would like to help you on your way in securing the next step in your career.

Your application is an opportunity for you to share with HomeStart how your skills and experience can successfully fulfil the requirements of a particular role.

We can't stress enough the importance of addressing what has been asked of you in the advertisement.

- Answer any targeted questions, where relevant, before you submit your application.
- Remember, first impressions count! Make sure your cover letter and resume is well formatted and is clear of any spelling mistakes.
- Don't be afraid to share with us what you enjoy doing outside of work – maybe you volunteer your time with a community group, play a sport or are in training to complete a marathon. Amongst other things, this shows us that you enjoy a well-balanced lifestyle.

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.

Our recruitment process may include:

- an assessment of your application
- a phone interview
- a face to face interview
- referee checks
- screening checks (e.g. Pre-Employment Declaration, National Police Certificate, bankruptcy check)
- psychometric testing
- presentations or written exercises.

Should you wish to disclose a disability or medical condition so consideration may be given to any reasonable adjustments be made to the assessment process, please advise the nominated HomeStart representative (refer to the advertisement for a name/contact details). HomeStart is an equal opportunity employer, and we will endeavour to meet your needs.

As the purpose of any recruitment is to identify the person best suited to the role and the needs of HomeStart, not all applicants will progress through all of the 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. Your cover letter should describe how your skills and experience address the requirements of the role you are applying for. Ensure you send us your up-to-date resume. Some roles that we advertise may require you to respond to open-ended or 'targeted' questions during the application process, we strongly recommend you give some considered thought to these responses.

Complete your application and submit all supporting documentation by the closing date and time as per the instructions in the advertisement. Late applications may be accepted – please discuss any late application with the nominated HomeStart representative.

### Resources

There is a lot of online resources available to help you develop your application and some helpful tips when it comes time for an interview. Below are some links to get you on your way:

- [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 a telephone interview, online testing, sample work tasks such as case studies, writing assignments, role plays etc. Some assessment activities may have time restrictions and likely to include reading from a computer screen or paper.

If you have a disability and require an adjustment to be made to the assessment process, please inform the nominated HomeStart representative.

## 4. Interview

The interview will generally be conducted in person by a panel of two or more HomeStart representatives 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. Sometimes, interviews might be conducted by video-conferencing such as MS Teams, or Skype etc. As mentioned earlier, first impressions count and dressing appropriately for an interview is one of these occasions!

## 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. We strongly recommend you let your referees know that you have applied for a job (and what the job entails) and that they may receive a call from HomeStart.

## 6. Screening checks

Prior to your interview, 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 also 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.

If successful, you may be offered the role verbally, followed by a written offer soon after.

### **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 **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 nominated HomeStart representative 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 [peopleandcapabilityteam@homestart.com.au](mailto:peopleandcapabilityteam@homestart.com.au) if you have any queries or requests in relation to the Privacy Act.

**Best of luck!**