



**APPLICATION INFORMATION PACKAGE**

**IFL-261 Sport and Recreation Officer (Female) (Identified)**

This application package contains the following information to assist you with your submission.

1. General Conditions of Employment
2. Position Description
3. MHSL Application Form
4. Information for applicants regarding Knowledge, Skills and Personal Attributes

You are required to

1. Complete the MHSL Application Form
2. Attach your application with a cover letter and your responses to Knowledge, Skills and Personal Attributes
- 3.
4. Attach your resume and other supporting credentials
5. Provide at least 3 work related referees

**Enquiries regarding this position**

Julie Browne

Email: [jbrowne@mamuhsl.org.au](mailto:jbrowne@mamuhsl.org.au)

**Address applications to:**

Private & Confidential

The Chief Executive Officer

Mamu Health Service Limited

PO Box 1537

INNISFAIL QLD 4860

**Closing Date:**

8<sup>th</sup> June 2018 5.00pm

## **General Conditions of Employment with Mamu Health Service Limited**

Position Title:	IFL-261 Sport and Recreation Officer (Female) (Identified Position)
Term:	Full Time – subject to ongoing funding at the end of each financial year
Location:	The position is based at Innisfail. You may be required to travel to service our outreach clinics at Ravenshoe, Babinda, Tully
Award:	Aboriginal Community Controlled Services Award 2010
Salary:	Based upon skills and qualifications
Payment of Wages:	Mamu Health Service Limited employees are paid weekly and all payments are made directly by EFT into nominated employee's bank account.
Leave:	Mamu Health Service Limited staff receive Five (5) Weeks annual leave and Twelve (12) days sick leave. Mamu Health Service Limited are not paid for overtime, however can accrue TOIL (time off in lieu) with supervisor approval.
Superannuation	Mamu Health Service Limited makes a contribution to your nominated superannuation fund of 9.5% of the employee's gross base salary
Salary Sacrifice:	Mamu Health Service Limited staff enjoy the benefits of salary sacrifice up to the maximum allowable under current Federal rules for PBI (Public Benevolent Institutions). Mamu Health Service Limited salary sacrifice is offered through Eziway
EAP:	Mamu Health Service Limited has an Employee Assistance Program available to all staff
Professional Development:	Mamu Health Service Limited staff have ongoing Professional Development available to ensure best service to our clients/community
Criminal History Check:	It is a condition of employment that all employees are holders of a current and valid 'blue card' Working with Children Check. Employment cannot continue where your blue card application is not approved / negative / or disqualified.
Confidentiality:	It is a requirement of employment that all employees sign a Confidentiality Agreement upon commencement of employment
Drivers Licence:	Mamu Health Service Limited staff must have a current valid Queensland Drivers Licence



## **APPLICATION FOR EMPLOYMENT FORM**

This form must be attached to your application.

**POSITION APPLIED FOR:-** IFL 261 Sport and Recreation Officer  
(Identified position)

**POSITION NUMBER:**

**PERSONAL DETAILS:**

Title: *(Please circle)* Mr Mrs Ms Miss

Family Name:.....

Given Name:.....

Street Address:.....

Suburb:..... Post Code.....

Telephone:.....

Mobile:.....

Email (*Home*):.....

Postal Address (if different from Street):.....

.....

**Do you identify as: (please circle)**

Aboriginal/Torres Strait Islander/Aboriginal & Torres Strait Islander/Non-Indigenous

**QUALIFICATION DETAILS:**

Please list qualifications here and year obtained:

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.....

.....

**REFEREE DETAILS:**

**We require a minimum of three EMPLOYER references -**

**Referee #1 Name:**.....

*Referee Contact Number:*.....

*Referee Relationship:*.....

**Referee #2 Name:**.....

*Referee Contact Number:*.....

*Referee Relationship:*.....

**Referee #3 Name:**.....

*Referee Contact Number:*.....

*Referee Relationship:*.....

**Declaration:**

I hereby declare that information contained in this document, is to the best of my knowledge true and correct. I acknowledge that any false information may be sufficient cause for dismissal if I am employed by Mamu Health Service Limited

Signature:.....Date:.....

*Please note: Mamu Health Service Limited may ask you to disclose any pre-existing injuries*

## **HOW TO APPLY INFORMATION**

This Information Package is designed to give you some general information and to assist you with your application.

Mamu Health Service Limited is committed to the principles of Equal Employment Opportunity and Anti-Discrimination. These principles are applied to recruitment to promote fair, merit-based selection processes. Employment equity, education and professional development are strong focuses as employees hold the key to the performance and success of our organisation.

Before preparing your application you should read all the information in this package carefully. Particular attention should be given to the enclosed Position Description and the Knowledge, Skills and Personal Attributes found in the Position Description.

Applicants are requested to include the following in their application:

- (a) Cover letter and application cover sheet
  - Complete application cover sheet within this application package and a cover letter and stating which position you are applying for
- (b) Required Knowledge, Skills and Personal Attributes
  - Your application **must** include statements, which address the knowledge, skills and personal attributes and be no more than 1-2 A4 pages. Shortlisting for interview is based on your responses meeting the knowledge, skills and personal attributes. Applicants who do not address the Knowledge, Skills and Personal Attributes will not be interviewed.
- (c) Current Resume
  - An up to date resume including recent work history is to be provided including educational history and list of qualifications and year obtained. You should NOT send the following: Your photograph, Original documents (Original and supporting documentation may be required at the interview) or Folios and binders
- (d) Referees
  - Please provide at least three (3) recent work related referees who we can contact

**How is my application assessed** – Each position has a selection panel established to manage the recruitment process. The selection panel will consist of 2 -3 people who will assess your skills, knowledge and abilities to meet the selection criteria and include:

- Short-listing – based on written application and responses to selection criteria
- If you are short-listed an interview will take place and the interview panel will ask you a series of questions. You will be contacted by contact telephone if you have made the short listing process. Please allow up to 3 -4 weeks from the position closing date to receive notice of your short listing. All unsuccessful applicants will be notified of the outcome of the process in writing after the completion of the recruitment process.

**Will we accept late applications after closing date** – Late applications may be considered at the discretion of the selection panel and dependent on circumstances

**Applications can be sent by:**

Fax: 07 32206394

Email: [enquiries@mamuhsl.org.au](mailto:enquiries@mamuhsl.org.au)

In Person: 23 Gladys Street, Innisfail

Post: Private & Confidential  
The CEO  
Mamu Health Service Limited  
PO Box 1537  
INNISFAIL QLD. 4860

**Applications close 5.00pm Friday 8<sup>th</sup> June 2018**

*We wish you best of luck with your application*