



Application for Employment

PRIVATE & CONFIDENTIAL

POSITION APPLIED FOR:

☐ Administration ☐ Business Services ☐ Community Options & Living ☐ Out of Home Care

HOW DID YOU HEAR ABOUT THE POSITION?:

☐ Newspaper ☐ Website ☐ Job Search Site ☐ Other: _____

PERSONAL DETAILS:

First Name: _____ Middle Name: _____ Surname: _____

Street Address: _____

Postal Address: ☐ Same as above **OR** _____

Home number: _____ Mobile: _____

Email Address: _____

Please select your employment eligibility status in Australia:

☐ Citizen ☐ Temporary Resident with work visa ☐ Permanent Resident ☐ None

Asteria will require the applicant to supply evidence of the right to work in Australia should an interview take place. The acceptable forms of evidence are:

- **Australian Citizens:**

- Australian passport;
- Australian birth certificate and photo identification;
- Australian Citizenship Certificate and photo identification;
- Certificate of Evidence of Citizenship and photo identification.

- **Visa Holders:**

- Passport

PRE EMPLOYMENT SAFETY SCREENING CHECKS:

Do you have an NDIS Worker Screening Check? ☐ No ☐ Yes (Please provide details)

Do you have a current Working with Children Check? ☐ No ☐ Yes (Please provide a copy)

Do you consent to having your details checked against the DHHS Carer Register? ☐ No ☐ Yes

Additional information required for Carer check:

Date of birth: ____/____/____

Previous names: - Maiden _____

- Alias _____

Indigenous Status: ☐ Torres Strait Islander ☐ Aboriginal ☐ Both TSI & Aboriginal ☐ Neither



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QUALIFICATIONS:

What, if any, field-related training qualifications are currently held?:

(Please provide copies of certificates)

- | | | |
|---|--|---|
| <input type="checkbox"/> First Aid Certificate Level II | <input type="checkbox"/> Certificate III in Disability | <input type="checkbox"/> Certificate III in Aged Care |
| <input type="checkbox"/> Certificate IV in Child, Youth and Family Intervention | <input type="checkbox"/> Certificate IV in Disability | |
| <input type="checkbox"/> Advanced Diploma in Disability | <input type="checkbox"/> Workplace Training & Assessor | |
| <input type="checkbox"/> Certificate IV Youth & Family Services | <input type="checkbox"/> Other: _____ | |

Please note that the minimum requirements for a Support Worker position at ASTERIA are:

(Please provide copies with this application)

- ☐ Evidence of Qualification (depending on role);
 - o Certificate III Individual Support – Disability Support Worker
 - o Certificate IV Youth & Family Services – Residential Care Worker Out of Home Care
- ☐ Working with Children Card;
<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>
- ☐ NDIS Code of Conduct;
<https://training.ndiscommission.gov.au/login/index.php>
- ☐ Current Drivers Licence.
- ☐ COVID-19 Vaccination Certificate; Including 2 doses plus booster
Available via your MyGov account.

Please note that any applications submitted without the above completed position requirements unfortunately cannot be given any further consideration.

If you are shortlisted, following your interview, you will be required to provide the following, prior to an offer of employment;

- ☐ NDIS Worker Screening Clearance;
<https://www.service.vic.gov.au/services/national-disability-insurance-scheme>
- ☐ Fire Awareness Training;
<https://www.cfecfw.asn.au/rclds-online-learning/>



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WHAT IS YOUR AVAILABILITY FOR SHIFTS/PLACEMENT?:

Please tick the boxes on the relevant days and times that you are available. Please also indicate if you are available for sleep overs or active night on any days.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
Sleep Over 10:30pm- 6:30am							
Active Nights							



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DECLARATION: (Please tick each part of the declaration once understood and agreed)

- ☐ I certify that the particulars contained in this application are correct.
- ☐ I give ASTERIA the right to verify information contained in this application with my former employers.
- ☐ I understand that any misleading information may jeopardise my employment.
- ☐ If employed by ASTERIA, I agree to:
 - Work in accordance with the Award under which I am employed, if applicable.
 - Abide by the rules and regulations of ASTERIA.

Signature of applicant: _____ Date: ____/____/____

Comments: _____

Please attach a copy of your resume, outlining your previous employment history, including copies of your qualifications and **three (3) professional referees**.

OFFICE USE ONLY:

HR TO COMPLETE:

Application given to manager to review:

☐ Yes

Date: ____/____/____

Comments: _____

MANAGER TO COMPLETE:

- ☐ Applicant successful for interview
- ☐ Applicant unsuccessful for interview

Manager's signature: _____ Date: ____/____/____



NDIS Worker Screening Check: What NDIS workers need to know

This fact sheet for NDIS workers explains what the NDIS Worker Screening Check is, how it works, and how to apply for one. It also includes contact details for Worker Screening Units.

What is an NDIS Worker Screening Check?

From 1 February 2021, the NDIS Worker Screening Check (Worker Screening Check) replaces the different arrangements operating in each state or territory, setting a minimum national standard that all workers engaged in risk assessed roles must meet. Some states and territories may still have additional requirements in some circumstances, e.g. people working with children may need to undertake additional screening.

The Worker Screening Check is an assessment of whether a person who works, or seeks to work, with people with disability poses a risk to them. It will determine whether a person is cleared or excluded from working in certain roles with people with disability.

The Worker Screening Check will be conducted by the Worker Screening Unit (WSU) in the state or territory where a person applies. The WSU also decides whether a person is cleared or excluded.

Registered NDIS providers are required to engage only workers who have been cleared in any role that is a 'risk assessed role'.

When will the Worker Screening Check start?

The Worker Screening Check starts on 1 February 2021, except in the Northern Territory. The Northern Territory will start the Worker Screening Check no later than 1 July 2021.

Before the Worker Screening Check started, registered NDIS providers providing supports and services to NDIS participants were required to ensure their workers in risk assessed roles meet the screening requirements for the state or territory in which the worker is operating. A person has an **acceptable check** when they meet the requirements of the transitional and special arrangements that apply to the state or territory where they provide NDIS supports and services to people with disability.

Acceptable checks that were previously issued within each state or territory will continue to be recognised for a period of time after the Worker Screening Check starts. More information about periods of time for recognition of acceptable checks in each state and territory after the start of the Worker Screening Check is available on the NDIS Quality and Safeguards Commission (NDIS Commission) website.

How long is the NDIS Worker Screening clearance valid?

Workers with an NDIS Worker Screening clearance are subject to ongoing monitoring against police and other relevant information.

This means their NDIS Worker Screening clearance status can be re-assessed if a WSU or the NDIS Commission receives new or updated information that suggests they pose a risk to people with disability. If this happens, they may be excluded from having an NDIS Worker Screening clearance before their existing NDIS Worker Screening clearance expires.

NDIS Worker Screening clearances expire every five (5) years.

Do I need to get an NDIS Worker Screening clearance?

You may need to apply for a Worker Screening Check and obtain an NDIS Worker Screening clearance if you work for a registered NDIS provider in a risk assessed role and:

- your acceptable check is no longer valid (for example, it has expired) in the state or territory where you provide NDIS supports and services, **or**
- you do not hold an acceptable check or an NDIS Worker Screening clearance.

A risk assessed role is one that:

- involves the **direct delivery of specified services and supports** to people with disability; or
- is likely to have **more than incidental contact with people with disability** as a normal part of your duties. This includes physical contact; face-to-face contact; oral, written and electronic communication with people with disability in various circumstances; or



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- is a **key personnel** role – for example, if you hold an executive, senior management or decision-making position of a registered NDIS provider including as a member of the board. The full definition of key personnel is in section 11A of the [National Disability Insurance Scheme Act 2013](#).

Registered NDIS providers are responsible for identifying the risk assessed roles in their organisation.

If you work for a registered NDIS provider, but not in a risk assessed role, you will not be required to hold an NDIS Worker Screening clearance. However, the registered NDIS provider that employs or otherwise engages you may choose to ask you to apply for a Worker Screening Check and obtain an NDIS Worker Screening clearance.

Unregistered NDIS providers and self-managed participants can choose to ask their workers apply for a Worker Screening Check and obtain an NDIS Worker Screening clearance, but this is not mandatory.

How do I apply for a Worker Screening Check?

You will be able to apply for a Worker Screening Check through your state or territory's WSU.

For more information about how to apply for a Worker Screening Check, including application fees, please visit the WSU webpage for the state or territory where you live or work.

- Australian Capital Territory: [Access Canberra](#)
- New South Wales: [Office of the Children's Guardian](#)
- Northern Territory: [NT Police, Fire and Emergency Services](#)
- Queensland: [Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships](#)
- South Australia: [Department of Human Services](#)
- Tasmania: [Consumer, Building and Occupational Services](#)
- Victoria: [Department of Justice and Community Safety](#)
- Western Australia: [Department of Communities](#)

Can I work for a registered provider in a risk assessed role before I have an NDIS Worker Screening clearance?

Depending on the laws in your state or territory, you may begin working in a risk assessed role once you have submitted an application for a Worker Screening Check, but before you have been granted an NDIS Worker Screening clearance. In these circumstances, registered NDIS providers must ensure they have appropriate safeguards in place.

Registered NDIS providers should know the requirements in each state and territory in which they deliver NDIS supports and services, as some states and territories do not permit a worker to commence employment until they hold an NDIS Worker Screening clearance.

How will I know if I get an NDIS Worker Screening clearance or an NDIS Worker Screening exclusion?

The WSU of the state or territory in which you applied will tell you the outcome of your Worker Screening Check application.

Your employer will receive email notification of your clearance status once the WSU has determined your application outcome. If you work for other employers and they have linked to you on the NDIS Worker Screening Database (NWSD) they will also be able to see your clearance status.

The NDIS Commission will be able to see your clearance status on the NWSD.

What if I get an exclusion?

If you have received an NDIS Worker Screening exclusion as a result of your Worker Screening Check, a registered NDIS provider cannot allow you to work in a risk assessed role.

What is the NDIS Worker Screening Database?

The NWSD is held by the NDIS Commission.

The NWSD:



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- holds a register of cleared and excluded workers as determined by each state and territory's WSU
- supports national ongoing monitoring of the criminal history records of workers with NDIS Worker Screening clearances
- means NDIS providers across the country can use a single online portal to verify their workers' Worker Screening Check applications, and review the NDIS Worker Screening clearances of prospective workers, without needing to contact individual state and territory WSUs
- helps NDIS providers with record-keeping requirements.

The NWSD **only** holds information about workers' NDIS Worker Screening clearance status for those workers who have undergone a Worker Screening Check. It will not hold information about acceptable checks. It will not hold the personal information used by a state or territory WSU to assess a worker's Worker Screening Check outcome.

When will the NWSD go live?

The NWSD will commence operation from 1 February 2021.

More information

Legislation

- [NDIS \(Practice Standards - Worker Screening\) Rules 2018](#)
- [National Disability Insurance Scheme Act 2013](#)

NDIS Commission Website

- [Glossary](#) of terms used in this fact sheet.
- General information about [worker requirements](#).
- Information about the [NDIS Worker Screening Check for registered NDIS providers](#).
[NDIS Practice Standards and Quality Indicators](#)

What is the Carer Register?

Under part 3.4 of the Children Youth and Families Act 2005 the Secretary is required to keep a register of all out of home carers. The object of the legislation is to provide increased protection to children residing in out of home care by managing details about disqualified carers or carers under investigation.

The Children Youth and Families Act 2005 require all approved out of home carers to be registered on the Carer Register.

It is the Secretary's responsibility to provide the Carer Register for use by registered out of home care Community Service Organisations (CSO's).

It is the CSO's responsibility to ensure that all carers who are approved, employed or engaged by their organisation are entered and removed from the Carer Register within the legislated timeframes.

Who needs to be registered on the Carer Register?

- Foster Carers.
- Residential Carers – All Rostered Staff including Permanent, Part-Time, Casual and Temporary Agency Staff.
- Providers of services to children at an out of home care residence managed by the service.