

Application Form



Position Title:	Programs Manager		Closing date:	Apply ASAP
Applicant:	Name:			
	Address:			
	Day time phone:		Mobile:	
	Email:			
Start date:	If the position was offered to you, when are you available to start work?		/	/
Mandatory requirements as per position description:				
Qualifications:	Highest relevant qualification achieved:			
Role experience:	No. of years working as a manager of a multi-disciplinary team			
Youth Programs:	Experience developing and delivering child and youth programs:			
Family Programs:	Experience developing and delivering family programs			
Specific skills and knowledge:	Detail your specific areas of expertise ie. Housing and homelessness, family support, youth justice, AOD, mental health, training etc.			
Technical skills:	Familiarity/competence with relevant software, e.g. Office 365, QHIP/ Qld Govt. reporting, SRS/client/case management			
Driver's license:	Do you have a current clean Queensland drivers licence?	<input type="checkbox"/> YES	Please circle: Manual Auto	
		<input type="checkbox"/> NO		
Blue Card:	Do you hold a current Positive Notice Blue Card for Child Related Employment (or exemption)?	<input type="checkbox"/> YES	Number:	
		<input type="checkbox"/> NO	Expiry date:	/ /
	If no, have you applied for a Blue Card?	<input type="checkbox"/> YES	Date lodged:	/ /
		<input type="checkbox"/> NO - YOU MUST HAVE A CURRENT BLUE CARD		
Referees:	Please provide name, position, phone number and relationship to you, for three relevant referees: <i>A reference from a recognised Indigenous Elder will be highly regarded.</i>	1.		
		2.		
		3.		
Work eligibility:	<input type="checkbox"/> Australian citizen	<input type="checkbox"/> Australian resident		
	<input type="checkbox"/> New Zealand citizen	<input type="checkbox"/> New Zealand resident		
	<input type="checkbox"/> Current working visa:	Expiry date:	/	/
	<input type="checkbox"/> Other visa:	Expiry date:	/	/

Where did you find out about this position?	<input type="checkbox"/> SEEK	<input type="checkbox"/> QCOSS	<input type="checkbox"/> Ethical Jobs	
	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Other:		
Equal employment opportunity / diversity information	Please indicate if you identify as belonging to any of the following groups (<i>completion of this section is voluntary and used for statistical purposes only</i>):			
				<input type="checkbox"/> People with a disability
				<input type="checkbox"/> Aboriginal people
				<input type="checkbox"/> Torres Strait Islander people
				<input type="checkbox"/> Maori or Pacific Islander people
<input type="checkbox"/> Women				
<input type="checkbox"/> People from a non-English speaking background				
Place of birth:	Town / City:		Date of birth: / /	
	Country:			
Health:	The role requires you to be physically active, sit and work at a computer, lift sporting equipment/marquees etc. and drive. You may be exposed to emotionally upsetting situations. Is there anything that may prevent you from fulfilling these requirements or put you at risk of injury?	<input type="checkbox"/> YES		
		If yes please provide additional information:		
		<input type="checkbox"/> NO		
Authorisation and Understanding				
<p>I authorise Inspire Youth and Family Services (IYS) to investigate my work history and verify all information given on within my application. These enquiries may include information as to my character, general reputation and personal characteristics. I consent to the conduct of such enquiries and to the consideration of any statements or references provided by former employers or others whom I have nominated as a referee in response to these enquiries. I authorise all individuals and employers whom I have named in my application, unless specifically limited by me in writing, to provide information requested about me, and I release them and Inspire Youth and Family Services from liability and damages in providing this information.</p> <p>I understand and acknowledge that any misrepresentation, omission or incorrect statement of fact may result in rejection of my application or, if hired, immediate termination of employment.</p> <p>I understand that all information provided to IYS in relation to my application will be treated in the strictest confidence and will not be communicated to any third party without my consent.</p>				
Signature:		Date:		

Inspire Youth and Family Services Employment Package

Thank you for your interest in applying for a position with **Inspire Youth and Family Services (IYS)**. IYS is an equal opportunity employer and as such, the following information is provided to offer a fair and equitable recruitment process.

To be considered for the role you must provide all of the information requested, as detailed below.

About the Role

The **Position Description** is attached and should be read carefully as it details the context, responsibilities, tasks, mandatory requirements, desirable attributes and selection criteria for the position.

How to apply:

To be considered for this role, your application must include the following:

1. Completed Application Form (*pages 3-4 of this document*)

Please provide sufficient information to demonstrate that you meet the mandatory requirements for the position. Include the names, positions and telephone numbers of three relevant referees who can comment on your competency in regard to the selection criteria. Referees will only be contacted after an interview.

2. Cover letter (no more than 2 pages)

Please describe how you meet the mandatory qualifications and experience including your skills and attributes as they relate to the selection criteria detailed in the Position Description (*page 8 of this document*).

4. Resume / curriculum vitae

Include work history and achievements, detailing relevant skills and experience, to demonstrate understanding of the role requirements as detailed in the position description (*pages 5-7 of this document*).

Short-Listing Process

Advancement to the next stage of the selection process will be based on:

- how well you demonstrate your ability to follow these instructions,
- meet the position requirements, and
- address the selection criteria along with relevant information contained in your resume.

Short-listing will occur within one week of the closing date. Applicants may be contacted via phone to clarify their application if required to assist the shortlisting process. Shortlisted applicants will be contacted for an interview. If you have not been short-listed, you will not be contacted.

Interview Process

Shortlisted applicants will be invited to attend an interview with the selection panel.

The selection panel will ask you questions relevant to the position and allow you to expand on your written application. Each applicant will be asked the same questions, and may be asked to elaborate on specific relevant individual skills or experience in relation to these questions. A time limit will be set for the interview session.

Interview questions will be aimed at testing your knowledge, skills and attributes and may include scenarios. You should answer each question fully to demonstrate your ability to take on this role. Time will be allocated prior to the end of the interview for you to ask the panel questions about the role or the organisation.

You are welcome to bring samples of your work or other documents which will assist in demonstrating your skills and experience.

Following first round interviews, a second interview may be required.

Referee Checks

Referee checks are used to supplement the final selection decision. It is the responsibility of your referee to provide honest feedback about your knowledge, skills and abilities relevant to the selection criteria for the position. At least one referee should be your most recent supervisor. If you are not currently in the workforce, your referees should at least be in a position to comment on your abilities and recent performance as they relate to the selection criteria. If you have any concerns about the referee checking process, please raise them during your interview.

A reference from a recognised Indigenous Elder will be highly regarded.

Selection

If you are selected for the position you will be contacted by telephone and offered the position. Should you accept, a formal written offer of employment will be forwarded to you, including information detailing the terms and conditions of employment.

If you are not selected following interview, you will be advised of this by a member of the panel. Post-selection feedback will be provided upon request.

For a confidential discussion about this position, please contact:	Lisa Evans, CEO
For information about how to apply, please contact:	Stacey Noy, Office Coordinator
Phone:	07 3372 2655
Email:	office@iys.org.au

Please apply ASAP. Applications will be assessed as they are received.

Applications should be marked “Confidential – Programs Manager” and made to the attention of:

‘Selection Panel’

Email your application to:	Or post to:	Or deliver to:
office@iys.org.au	PO Box 141, Inala 4077	79 Poinsettia Street, Inala