

# Application Form

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| What position are you applying for? | Administration Assistant |
| What office location are you applying for?  | Coffs Harbour |
| Name: |  |
| Phone Number:  |  |
| Mobile Phone Number: |  |
| Email Address: |  |
| Residential Address: |  |
| Date of Birth: (required for Working with Children clearance) |  |
| How do you prefer to be contacted? (e.g. phone, email, text message) |  |

We want you to bring your best self to this application process**.**At Blue Sky, we are committed to supporting adjustments throughout the recruitment and selection process to ensure all candidates can participate in the application, interview and assessment phases of the recruitment process. This also includes providing information in alternate formats. The following questions are optional and will assist us to support a fair and equitable recruitment experience. If you would like to discuss this process further, please contact our Inclusive Communities Manager on melaniejacobs@bluesky.org.au or (02) 6651 1788.

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| Do you require adjustments to the recruitment process and/or the position? |  |
| If yes, please list/describe any adjustments that will enable you to participate equitably. |  |

## Applicants are asked to confirm they comply with the following essential criteria of the position:

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| Are you an Australian Citizen? |   |
| If you are not an Australian Citizen, do you hold a visa to work legally in Australia? |  |
| Will you be able to obtain a clear National Police Check? (Applicants do not apply for their own NPC) |  |
| Do you give Blue Sky Community Services permission to lodge your police check electronically on your behalf? |  |
| Do you currently hold a Working with Children Clearance (WWC)? |  |
| If so, what is your WWC number? |  |
| If you do not have a WWC, are you able to confirm that you are willing to apply for a WWC and be eligible to receive a clearance? |  |
| Do you currently hold a NDIS Worker Check? |  |
| If so, what is your NDIS Worker Screening ID?  |  |
| If you do not have an NDISWC, are you able to confirm that you are willing to apply for an NDISWC and will be eligible to receive a clearance? |  |
| Are you able to work flexible hours in response to organisational and participant need? |  |
| Are you willing to travel as part of the role? |  |
| Do you feel there would be any barriers to performing psychometric testing which forms part of our recruitment process? If yes, please contact us to discuss alternative adjustments.  |  |
| On a scale of 1 (very low) to 5 (very high), how would you rate your confidence and competence in using current information and communication technology and applications?  |  |

## Please advise how you became aware of this position (insert ‘yes’ to all that apply):

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| --- | --- | --- | --- |
| Seek |  | Blue Sky Website |  |
| Facebook |  | Friend |  |
| Newspaper |  | Blue Sky Staff Member |  |
| Job Agency |  | Other (please specify) |  |

## Please respond to the following criteria by writing a response in boxes below (as a guide your answers should be no more than 250 words per question):

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| 1. Tell us about your ability to strongly and consistently align your behaviours, attitudes and conduct with the organisation’s values, culture and code of conduct. |
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| 2. Tell us about your personal values and can you describe how you demonstrate these values on a day-to-day basis in the workplace.  |
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| 3. Tell us about your experience working in administration. |
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| 4. Tell us about your experience working in customer service.  |
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| 5. Please describe your ability/experience with technology and computer systems.  |
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| 6. Please describe a time when you had to adapt quickly to changes at work.  |
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| 7. Tells us about a time you have managed a project or activity with minimal supervision, and/or to a deadline. |
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| 8. Tell us about your experience working in a high-volume environment with competing priorities.  |
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Please submit your application form and resume to recruitment@bluesky.org.au by **midday Monday, 17th February 2025.**