

Employment Requirements



Self Help Workplace has the capacity to employ up to 56 people with a disability and vacancies do arise from time to time. If you are a person with a disability who would like to work but feel you are not ready to work in the general workforce, you can consider the supportive work environment that Self Help Workplace provides.

We offer paid employment in our Australian Disability Enterprise working on a variety of tasks within our two Areas, Production and Services. We will assist you by matching you to a suitable position or ensuring you are added to our waitlist should no suitable vacancies currently exist.

The support provided within our organisation will include providing you with an induction and orientation when you start work, providing on the job support and training, assisting you to resolve difficulties that may arise during your probation period and encouraging and supporting you to continuously learn.

AM I ELIGIBLE TO APPLY?

You may be eligible if you:

- are beyond school age (as per the School Legislation Act)
- have a intellectual or physical disability as recognised by Centrelink
- have a requirement for ongoing support to maintain a job
- are motivated to work and preferably have family or community support
- meet the physical requirements of available jobs
- be an Australian Citizen

WHAT I NEED TO KNOW

- The starting pay rate for all employees is \$1.30 per hour. This rate will be independently assessed between 3 – 6 months of employment and may increase depending on productivity and competency but will never drop below the minimum rate of \$1.30.
- Employees are started on 2 days per week and work between 9am and 3.30pm.
- Self Help Workplace is not a day service, it is a place of employment. All employment conditions including, notification of leave or absence must be observed.

WHAT HAPPENS NOW?

Once we receive your application, it will be put on file until such time as a position becomes available in your specified area.

When a vacancy arises, you will be advised by telephone and, if you still wish to proceed, we will commence the Employment process.

All applications are attended to in the order they were received.

PLEASE KEEP THIS PAGE FOR YOUR INFORMATION

SUPPORTED EMPLOYEE EMPLOYMENT APPLICATION

APPLICANTS SURNAME _____

FIRST NAME _____

MIDDLE NAME _____ GENDER (circle) **[MALE]** **[FEMALE]**

ADDRESS _____

DATE OF BIRTH _____ PHONE _____ MOBILE _____

CARER NAME _____ CARER PHONE _____

ARE YOU ON A CENTRELINK DISABILITY ALLOWANCE? (Circle) **[YES]**
[NO] *Sorry, you are not eligible for our service*

CUSTOMER REFERENCE NUMBER (CRN) _____

AUSTRALIAN CITIZEN (Circle) **[YES]** **[NO]** COUNTRY OF BIRTH _____

INDIGENOUS (Circle) **[YES]** **[NO]**

PRIMARY & SECONDARY DISABILITY _____

This information is required for Families, Housing, Community Service & Indigenous Affairs (FAHCSIA)

SPECIAL REQUIREMENTS (if any) _____

DAYS AVAILABLE TO WORK (Circle) **[MON]** **[TUES]** **[WED]** **[THURS]** **[FRI]**

AREA APPLIED FOR (Circle) **[PRODUCTION]** **[SERVICES]** **[ANY]**

SIGNATURE OF APPLICANT _____ DATE _____

OFFICE USE ONLY	Date	Completed by
Receipt of application letter (H035)		
Letter of appointment (H002)		
Medical booked & letter sent (H032)		