

EMPLOYMENT DETAILS

What is Self Help Workplace?



More than just good business

Self Help workplace is an Australian Disability Enterprise. That means that we employ people with a disability to do lots of different jobs.



There are two main work areas called Prime Timber Production and Merit Commercial Solutions.



Prime Timber Production is where things are made out of timber like pallets and garden stakes. The workers use nail guns, hammers and saws.



Merit Commercial Solutions is where employees use their hands to put things together like mail, boxes and brochures.

Can I work at Self Help Workplace?



You can apply for work at Self Help Workplace if you:

- have a disability
- have finished high school
- want to work
- need support to keep a job
- are able to do the work that is done at Self Help Workplace

Will I get paid?



Yes. You will receive an assessed wage depending on the sort of work you do

You will also get superannuation and leave entitlements.

How often do I work?



All new employees start on 2 days per week

The work day is from 9am until 3.30pm

What happens now?



When you apply, your name will go on our wait list.

We will contact you if a position comes available

EMPLOYMENT APPLICATION



APPLICANT'S SURNAME _____

FIRST NAME _____

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

ADDRESS _____

DATE OF BIRTH _____ PHONE _____ MOBILE _____

CARER NAME _____ CARER PHONE _____

DO YOU RECEIVE A DISABILITY SUPPORT PENSION? (Circle) **YES** **NO**

CENTRELINK CUSTOMER REFERENCE NUMBER (CRN) _____

DO YOU HAVE A PLAN WITH NDIA THAT INCLUDES SUPPORTED EMPLOYMENT? (Circle) **YES** **NO**

NDIA PARTICIPANT NUMBER _____

PRIMARY DISABILITY _____

SECONDARY DISABILITY (if any) _____

SPECIAL REQUIREMENTS _____

(i.e. wheelchair access, auslan interpreter, etc)

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

AREA APPLIED FOR (Tick) **PRIME TIMBER PRODUCTION** **MERIT COMMERCIAL SOLUTIONS**

This information is requested by Department of Social Services (DSS) You do not have to complete this section if you do not want to.			
AUSTRALIAN CITIZEN (Circle)	YES NO	If not, ARE YOU A PERMANENT RESIDENT?	YES NO
INDIGENOUS (Circle)	YES NO		
COUNTRY OF BIRTH (if not Australia)	_____		
MARITAL STATUS (Circle)	<input type="checkbox"/> SINGLE	<input type="checkbox"/> MARRIED	<input type="checkbox"/> DEFACTO
LIVING ARRANGEMENTS (tick)	<input type="checkbox"/> PRIVATE HOUSE	<input type="checkbox"/> SUPPORTED ACCOMMODATION/UNIT	
	<input type="checkbox"/> GROUP HOME	<input type="checkbox"/> AGED CARE FACILITY	

SIGNATURE OF APPLICANT _____ DATE _____

OFFICE USE ONLY	Date	Completed by
H035 - Receipt of application letter sent		