



## Pre-interview information for applicants

Thank you for your application for a position at Odyssey House Victoria (OHV). We will review all applications received against the key selection criteria and contact you if you are short-listed for an interview. We detail below the information required at each part of the selection process and you should contact the hiring manager or Human Resources Manager should you require assistance at any stage.

A number of OHV programs are funded by the Department of Health and Human Services (DHHS). We endorse the DHHS employment safety screening policy, implemented to strengthen the protections and safeguards for people to provide a quality service in a safe environment. (For further information, please refer to the DHHS website at <http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement/4.departmental-policies-procedures-and-initiatives/4.6-safety-screening-for-funded-organisations>).

Please note that if you are asked to attend an interview you will need to bring with you the details of at least two referees including your most recent employer. This information will be held in strict confidence and referees will not be contacted without your approval. Referee checks must be completed by OHV prior to an offer of employment being made.

Following an interview and prior to being made an offer of employment by OHV, you are required to provide a number of documents. You will need to:

- provide proof of your right to work in Australia by presenting one of the following:
  - full Australian Birth Certificate (if born before 20 August 1986) and a form of photo ID
  - full Australian Birth Certificate (if born on or after 20 August 1986), a form of photo ID and evidence that at least one parent was an Australian citizen or permanent resident at the time of the child's birth
  - Australian Citizenship Certificate
  - Australian Passport
  - New Zealand Passport
  - New Zealand Birth Certificate and a form of photo ID
  - certificate of evidence of resident status
  - valid visa with work rights;
- obtain a police check prior (or provide an original certificate with a date of issue within three months prior to commencement date);
- present your current Working With Children Check card or, if card is in the process of being issued, written confirmation of passing the assessment from the Department of Justice (refer to <http://www.workingwithchildren.vic.gov.au/>). Please note this must be an Employee not Volunteer check; and
- present your original academic transcript/qualifications.

You will also be asked to complete the attached statutory declaration prior to commencing employment, stating that you have fully disclosed to OHV all relevant information regarding any criminal record and your employment history, including disciplinary action.

You can obtain a national police check through our preferred partner InterCheck via the Odyssey House Victoria secure application portal. [Click here to complete your Police Check Application](#). This is for individuals requiring a National Criminal History Check, to ensure a safe and happy community. Your Police check is processed by InterCheck, an accredited broker with the Australian Government's ACIC (Australian Criminal Intelligence Commission) Agency. InterCheck is a secure, web based service conducted through an interface to ACIC, incorporating all information from the AFP, state and territory police of Australia. As at November 2018, the cost of a national police check is \$45.00 through InterCheck, which will be reimbursed if you commence in a paid or unpaid position at OHV. OHV will also reimburse the cost of the Victorian Working With Children Check upon commencement of employment with OHV.

If you are an applicant or student in a DHHS funded program who has resided continuously in an overseas country for 12 months or more in the last 10 years, you will need to obtain an international criminal/police record check through cvcheck ([CV Check - International Check](#)). The cost of the international police check, up to the amount of \$100, will be reimbursed if you are offered and commence in a paid or unpaid position at OHV.

Please note that a disclosable outcome on your police check does not preclude you from employment with OHV. We acknowledge that clients can benefit from working with an employee who has a lived experience and strong boundaries. Additionally, we recognise that recovery from drug and alcohol abuse is a journey and therefore applicants may have a police record. Your police check will be strictly confidential and if you have any concerns about a disclosable outcome please discuss this with our Human Resources Manager.

OHV is committed to child safety and has zero tolerance of child abuse. Any person issued with a Negative Notice on their Working With Children Check will not be able to work in a paid or unpaid capacity at OHV.

Thank you for your interest in working at Odyssey House Victoria.

## Safety screening statutory declaration

\_\_\_\_\_

[full name]

of \_\_\_\_\_

[address]

do solemnly and sincerely declare that I have fully disclosed in writing to Odyssey House Victoria (OHV), all details of:

- any charges laid against me by police concerning any offence committed in Australia or in another country in the past
- any offence of which I have been found guilty, committed in Australia or in another country in the past
- any formal disciplinary action taken against me by any current or former employer
- any finding of improper or unprofessional conduct by me by any Court or Tribunal of any kind
- any investigations I have been the subject of by an employer, law enforcement agency or any integrity body or similar in Australia or in another country

and that a copy of my responses to the above issues which I have provided to OHV as part of the recruitment process to a position at OHV is attached hereto.

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at: \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of person making this declaration  
[to be signed in front of an authorised witness]

Before me,

\_\_\_\_\_  
Signature of Authorised Witness

***The authorised witness must print or stamp his or her name, address, and title under section 107A of the Evidence (Miscellaneous Provisions) Act 1958 (Vic). (e.g. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist, some public servants)***