

North West Support Services Inc.  
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<b>RECRUITMENT PACKAGE</b> <b>EMPLOYEE    VOLUNTEER    STUDENT</b>
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Please follow these instructions carefully:

1. **The Application can only be submitted electronically. You can do it in sessions until you are happy with it. When you press send it will automatically be sent to us and we will reply with an email receipt.**

**If you are not familiar with electronic forms and processes ask a friend to help.**

**If you have problems with it please alert us by email or phone using one of the contacts on the opening page of our website.**

2. **Retain** the Guidelines for Employees, Volunteers and Students for future reference
3. **Retain** the Position Description for future reference.
4. **Retain** the Health Assessment Guide – Disability Support Worker for future reference
5. **Study** the introduction to Preventing & Responding to Abuse. If you proceed to an interview you will be expected to show your understanding of this policy to be considered for employment
6. **Study** an introduction to Restrictive Interventions by typing **RISER** into your browser. If you proceed to an interview you will be expected to show your understanding of this policy to be considered for employment
7. Wherever you apply for disability support work you will be required to do the NDIS on-line module – **NDIS Worker Orientation Module, 'Quality, Safety and You.'**

Please note that for some support arrangements employees will need to use their own vehicles and claim a kilometrage allowance.

**Your application will not be reviewed unless all questions are answered.**

<b>*BUILDING LIVES AND COMMUNITIES*</b>
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Number:<2>/Effective:<September> <2019>