

## APPLICATION GUIDE

Thank you for your interest in a position with Blue Care.

### How to apply for a job or sign up

You don't need to sign up to use Blue Care eRecruit to search for vacant positions; however, you need to sign up to apply for positions and receive job updates via email.

1. Click **Sign Up** in the top right of the screen. The **registration** screen appears.
2. Type your details into the fields on the screen, including whether you are a current Blue Care employee or not.
3. Type in a username – choose something practical like your name.
4. Type in a password – it must be between 8 and 20 characters and include at least one uppercase letter and one number.
5. Type in your email address and click **Create Account**. The Registration screen will display a message confirming that you need to activate your account via an email that has been sent to you.
6. Go to your email inbox, open the relevant email and click the activation link. The Blue Care eRecruit **Account Activation** screen should appear.
7. Type in your username and email address.
8. If you want to be notified by email about newly advertised positions, select the types of roles you are interested in hearing about and the geographic areas you want to work in, then click **Activate**.

You can change your password, email alerts or deactivate your account by signing into Blue Care eRecruit and clicking on your name in the top right of the screen.

To apply for a position simply click on the **Apply Now** button at the bottom right of the relevant advertised position. If you haven't already signed in you will be prompted to do so. You may be required to supply contact details, upload a resume, and answer a series of short questions.

### Once you have submitted your application

All applications will then be short listed after the closing date and short listed applicants will be contacted by phone for an interview conducted by a selection panel.

### Reference Checks

Blue Care conducts reference checks of all preferred applicants. Blue Care will not conduct any reference checks without first obtaining your permission.

### Probity Checks

Under the Aged Care Act all employees must undertake a National Criminal History Check. This will only be done with your permission and at no expense to you. There may be additional checks that need to be performed dependent on the role, however these will be outlined in the position advertisement or at interview.

### Successful Applicants

The chairperson of the interview panel will notify the successful candidate as soon as all assessment processes have been conducted. Usually the successful applicant will be contacted by phone. A formal letter of offer will then be prepared and sent to the successful applicant.

### Indigenous Employment

Blue Care is committed to employment of Aboriginal and Torres Strait Islander staff and has an award winning employment program which aims to support indigenous employees and provide cultural appropriate care. Blue Care is an equal opportunity employer and welcomes applications from culturally diverse backgrounds.