

ECH Recruitment Process Terms and Conditions

- (a) I declare that as the Applicant, I have completed the application myself and my Curriculum Vitae or Resume is true and correct.
- (b) I understand that any suppression, inaccuracy or misleading information will render me liable to instant dismissal if accepted for employment.
- (c) I understand that if my application for employment is successful, I will at all times comply with and respect such terms and conditions of my employment, and such lawful and reasonable instructions, codes, policies, procedures and rules as may from time to time be specified, amended or otherwise stipulated by ECH.
- (d) I understand that I cannot be employed by ECH Inc while I am on long service leave with another employer or am in receipt of workers compensation benefits from another employer.
- (e) I understand that ECH has a no-smoking policy that applies to all ECH vehicles and premises. I understand and accept this requirement if I am employed by ECH. Please note that notwithstanding this policy, Residents of ECH Independent Living Units and Community Care Program Clients may choose to smoke in their homes.
- (f) I understand that if I am unsuccessful in attaining employment with ECH, all information received by ECH will be kept in accordance with the Privacy Amendment (Private Sector) Act 2000.
- (g) My right to work in Australia must be confirmed before ECH can offer me employment. To do this ECH will need to view an Australian or New Zealand passport or birth certificate, or a visa detailing your right to work. If I provide ECH with a Visa then ECH will use documentation of my original passport or birth certificate. If I provide ECH with a Visa, then I consent to ECH submitting my name, date of birth, passport number and country of issue to the Department of Immigration website for the purposes of determining the accuracy of the terms and conditions of my Visa. I understand that if I do not have the right to be in Australia, the Commonwealth may use this submitted information to locate me. I agree not to hold ECH responsible for any action the Commonwealth takes in using this information.
- (h) I agree to declare anything that will prevent me from performing the inherent requirements of the role, or anything that a reasonable person would expect might restrict my ability to perform the inherent requirements of the role.
- (i) I agree to undergo a pre-employment medical including a urine test to detect the presence of prohibited drugs as a part of the recruitment process. The medical will be provided at no cost to me.
- (j) I agree to ECH conducting a criminal history check during the recruitment process, at no cost to me. I agree to disclose to ECH if I have ever been arrested, charged or convicted of any criminal offence related to the inherent requirements of the role I am applying for. If accepted for employment I will advise ECH in writing of any criminal arrest charge or conviction immediately this occurs. Non Compliance with this may lead to my instant dismissal.
- (k) I agree to undergo skills or psychological assessment during the recruitment process if required, at no cost to me.
- (l) During the recruitment process, I agree to complete a Statutory Declaration if I have been a permanent resident or citizen of a country outside of Australia, after turning the age of 16.
- (m) For Home Support Worker roles, I agree to provide a roadworthy certificate of my vehicle, confirmation of my 3rd party property or comprehensive insurance and evidence of my current drivers licence.