

Application form for Casual Office Assistant

Please respond to the questions on a fresh word document (unless you have PDF software). You do not have to write out the whole question. Listing the question number will be ok.

Additional information:

*- Please note this position will include light lifting and moving of boxes and resources*

*-Sector Connect works with vulnerable people and require proof of COVID vaccination or a medical exemption*

*-Job hours can be completed on the following days (Tuesday, Wednesday & Thursday) between 9am and 6pm over at least 2 days.*

Questions:

1. Do you have a Working With Children's Check? *Please note, Sector Connect is funded by the Department of Communities and Justice, and required all staff, volunteers and board members to have a working with Children's check.*

Yes       No but willing to undergo one       No but I cannot or are not willing to apply

2. Do you have a recent national criminal records check?

Yes       No but willing to undergo one       No but I cannot or are not willing to apply

3. Are you able to provide two referees if successful at an interview?

4. Tell us about your experience working in an office team environment in 300 words or less

5. Tell us about why you would be well suited to this position in 300 words or less

6. Is there anything else you would like to tell us to support your application?

Please email this application along with your resume to [tania.muchitsch@sectorconnect.org.au](mailto:tania.muchitsch@sectorconnect.org.au) by 10am Monday the 4<sup>th</sup> of April 2022. For further enquiries, please use the above email and include your best contact number