

## Step by step - Applying for a job

**Step 1** Contact Brite Services to make a time for a workplace tour. You are welcome to invite a carer, case worker or advocate to come with you on the worksite tour.

**Step 2** Attend the worksite tour and collect a Brite Services information kit including a job application.

**Step 3** If you like what you saw on the worksite tour then fill in the job application and check yourself against the Brite Services eligibility criteria. This will help you to find out if you are eligible to work at Brite Services. Where there are no positions available applicants may be placed on a waiting list until a position becomes available.

**Step 4** If you are eligible to work at Brite Services then we will contact you with a time for a job interview.

**Step 5** Come to the interview and bring with you:

- Your filled in job eligibility and application
- 100 points of identity such as your birth certificate and Centrelink Card (we need this to organise a police check)
- Your resume (if you have one)

At the interview we will check your eligibility and talk to you about working at Brite Services. You are welcome to invite a carer, case worker or advocate to come with you to the interview.

**Step 6** If we find that you are not eligible then we cannot offer you a job but we will suggest other agencies.

If we find that you are eligible and we have a job available we will ask you if you want to start work at Brite Services on a work trial.

All new employees start work at Brite Services on a work trial. A work trial lasts approximately 3 months and allows us to find out if we can meet your support needs. **During work Trial it is recommended that employees refrain from taking any extended leave in order to meet work trial requirements. Extenuating circumstances will be taken into account.**

If you agree to a work trial we will decide on a start date and prepare a letter of offer that explains your employment conditions including your wages and your working times. We will ask you to sign the letter of offer on your first day at work.