



# Ngoonbi Community Services Indigenous Corporation

ABN: 40 047 335 486

ICN: 8275

2/40 Coondoo Street, Kuranda QLD 4881

PO Box 26, Kuranda QLD 4881

Phone: 07 4093 7177 | Fax: 07 4093 7466 | Email: ngoonbi@ngoonbi.org.au

## EMPLOYMENT APPLICATION FORM

### Mission Statement

*Our mission is to provide flexible and responsive services to our communities and encourage self-reliance, empowerment and improved life and wellbeing.*

### Vision Statement

*Ngoonbi Community Services Indigenous Corporation believes services should be provided using a team of highly competent and caring staff who recognise and respect client individuality, dignity, confidentiality and cultural beliefs. Clients are encouraged to participate within the decision-making processes of services.*

What you need to know about the position			
Position Name: Cook			Closing Date: 30 June 2020
Type: Part-time	Hours: 22.8	Hourly Rate: TBA	Primary Location: Kuranda
Award: SCHCDS Industry Award 2010		Class: SCSE	Level: 3
<i>Aboriginal and Torres Strait Islander people are strongly encouraged to apply for this position.</i>			
What we need to know about you			
First Name:		Last Name:	
Address:		Email:	
Mobile Phone:		Home Phone:	
How did you hear about this position?			
Do you have the following:			
Qualification as a Cook – Minimum Certificate III Commercial Cookery;		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certificate III in Aged Care or a willingness to obtain;		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Food Safety Supervisor Level 2 Certificate;		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current open C class driver's licence;		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Driver's Authorisation, or willingness to obtain;		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current First Aid and CPR, or willingness to obtain;		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current National Police Check, or willingness to obtain;		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Blue Card (working with Children), or ability to obtain;		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Yellow Card (Disability Services Act 2006), or ability to obtain;		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sound experience in food preparation in a Commercial Kitchen		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sound knowledge of social and cultural issues affecting Indigenous Communities		<input type="checkbox"/> Yes	<input type="checkbox"/> No
What you must provide in your application			Attached?
Current Resume providing details of 3 contactable referees.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
1 page Cover Letter detailing how you meet the Position Requirements as detailed in the Position Description for this role.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Completed Employment Application Form.		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Applications will be accepted by forwarding your complete application via:

- Email: [humanresources@ngoonbi.org.au](mailto:humanresources@ngoonbi.org.au);
- Post: Ngoonbi Community Services Indigenous Corporation, PO Box 26 Kuranda QLD, 4881;
- In Person: Ngoonbi HR Team, 2/40 Coondoo Street Kuranda QLD, 4881.

**For general enquiries about this position please contact Brent Hammond on 07 4093 7177 during normal business hours, or email [humanresources@ngoonbi.org.au](mailto:humanresources@ngoonbi.org.au).**