



Daughterly Care Community Services

Caregiver Employment Application Form

1. Please complete the Application Form.
2. Scan & Email it to recruitment@daughterlycare.com.au
Alternatively, post it to Po Box 670, Narrabeen NSW 2101

1. Personal Details

First Name		Surname	
Date of Birth		Mobile number	
Gender Identity	F / M / Other	Email Address	
Home Address			
Are you an Australian Citizen or Resident?	☐ Australian citizen (<i>please provide a copy of citizenship</i>) ☐ Australian resident ☐ Visa (we do not employ Student/Temporary Visas) please do not continue with this application ☐ If it is a partner Working Visa, we will need a copy of the Visa _____		
Country of Birth		Have you been a citizen or permanent resident of a country other than Australia before turning 16?	☐ No ☐ If Yes, which country? _____
What languages can you speak?		Is English your first language?	☐ Yes ☐ No: enter first language spoken: _____

2. Documents required for employment

Police Certificate	☐ Yes – <i>is it less than 3 months old from today's date?</i> ☐ No – Please wait to apply for it until you have been asked to come for an interview
Driver's Licence	☐ Yes ☐ No – this role requires you to have a full Driver's Licence (no P plates) *** please do not continue with this application
Reliable car to drive to work	☐ Rego paperwork ☐ CTP Insurance and/or Comprehensive Car Insurance ☐ No Car – this role requires you to have your own car to drive clients to appointments, etc *** please do not continue with this application
Current First Aid Certificate	☐ Yes ☐ No – You have up to 3 months to obtain a First Aid Certificate (it expires after 3 years) <i>For Live-in Caregivers you must have a current First Aid Certificate before commencing</i>
If you are a RN/EN are you looking for work as a...	☐ RN/EN only ☐ Paid Caregiver and willing to do RN/EN if available (paid as RN/EN) ☐ Paid Caregiver only

3. More about you

Will *Daughterly Care* be your only employer? ☐ Yes ☐ No

If no:

- Who will you be working for as well as for *Daughterly Care*? _____
- How many hours/days will you be working for your other employer? _____
- Is your current role with another Aged Care Provider? ☐ Yes, who? _____ ☐ No
- Are you working in a Nursing Home? ☐ Yes, name? _____ ☐ No
- Are you working as a Private Carer independently? ☐ Yes _____ (no. of days) ☐ No

What best describes why you work?

- ☐ Main breadwinner ☐ Yes ☐ No
- ☐ My family relies on my income to help pay the mortgage/rent/living expenses ☐ Yes ☐ No
- ☐ Pocket money – My family is not reliant on my income ☐ Yes ☐ No
- ☐ Pensioner – I can only work a certain number of hours per week ☐ Yes ☐ No
- ☐ Saving for my retirement ☐ Yes ☐ No
- ☐ Semi-retired ☐ Yes ☐ No
- ☐ Other- please tell us in your words _____

4. Health & Wellbeing (legally you are required to answer this section accurately and truthfully)

Have you been vaccinated for COVID-19?	☐ Yes To work for Daughterly Care, it is compulsory to be vaccinated with 2 vaccines . You will need to provide a copy from MyGov and/or your Immunisation History with dates at our interview. Which one applies to you: ☐ Covid-19 1 & 2 – mandatory to work for Daughterly Care ☐ Covid-19 Booster (no 3) – not compulsory ☐ Covid-19 Booster (no 4) – not compulsory ☐ Covid-19 Booster (no 5) – not compulsory ☐ No, I don't want to be vaccinated – unfortunately you cannot work at Daughterly Care – please do not continue with this application
Have you received the Flu Vaccination	☐ Yes If yes, which year did you have your last Flu Vaccination? _____ ☐ No It is not compulsory to have the Flu Vaccine
Do you smoke or vape?	☐ No I do not smoke or vape ☐ Yes If yes, how many per hour? _____ Per day? _____ Do you wear a nicotine patch while working with clients? ☐ Yes ☐ No Do you smoke in your car? ☐ Yes ☐ No
Do you have osteoporosis?	☐ No ☐ Yes – if yes, please describe your condition _____ _____
Do you have an existing physical, medical or psychiatric condition?	☐ No ☐ Yes – if yes, please describe your condition _____ _____ _____
Do you, or have you ever, had a bad back/ neck?	☐ No ☐ Yes – if yes, please describe your condition _____ _____ _____

4. Health & Wellbeing (legally you are required to answer this section accurately and truthfully)

Do you have a bad shoulder, leg, knee, hip or bulging spinal disc?

☐ No ☐ Yes – if yes, please describe your condition _____

Do you or have you ever had any other injuries that we should take into consideration when scheduling you for work?

☐ No ☐ Yes – if yes, please describe your condition _____

Have you ever claimed Worker's Compensation in a previous role?

☐ No

☐ Yes

o Describe how the injury happened?

o What date did the injury happen?

o How much time did you have off work?

o How much time were you on suitable duties?

o If you were on suitable duties, how many hours did you work per week?

o What restrictions or limitations did you have on your medical certificate?

o What date did you come off Workers Compensation?

Please note - we may need you to visit our Doctor and also speak to your Doctor to ensure you are fit to work for Daughterly Care Community Services.

Please Be Aware Of Section 79 Worker's Compensation Board And Assistance Act 1981

Where it is proved that the worker has, at the time of seeking or entering employment in respect of which she/he claims compensation for a disability, wilfully and falsely represented himself/herself as not having previously suffered from the disability, the Board may in its discretion refuse to award compensation which otherwise would be payable.

I acknowledge that the deliberate giving of false information, with respect to any of the above areas, shall lead to dismissal.

Name: _____

Signature: _____

**5. Employment History: tell us about your current/previous work history,
even if not in Aged Care we want to know about where you have worked**

Most recent employer details

Company name of your most recent employer	
Your position/title in that role	
Are you currently employed with this employer?	☐ Yes ☐ No
If no, reason for leaving	
Dates you were/are employed	From _____ To _____
Main duties	

Previous employer details

Company name of your past employer	
The reason why you left	
Your position/title in that role	
Dates you were employed	From _____ To _____
Main duties	

TELL US MORE INFORMATION ABOUT YOU – Have you cared for loved ones or older people in their home, i.e. volunteer or have cared for a family member? How did you assist them? Let us know more about your skillset and your past work experience, including past work outside the Aged Care Sector.

6. Rates of pay, mileage, allowances and salary packaging

HOURLY care work:

- Are you able to assist or supervise our clients with showering, grooming, dressing, hygiene, cooking?
- We aim to give you a mix of ongoing, short term and one off clients and aim to give you the maximum number of hours you request.

Classifications for DC HOURLY Caregiver Wages:

Level 1: Paid entry level: new Caregivers joining DC with less than 3 months employment in paid Aged Care work

Level 2: Unqualified Caregivers with 3 months or more paid employment with DC or some experience in Aged Care work (with no formal Qualification/Certificate)

Level 3: Qualified experienced Caregivers with full Certificate III (either Individual Support or Aged Care) or Certificate IV in Aged Care or Aged Care related

Level 4: From 6/1/2029: for Caregivers who already hold a Certificate III (or higher) qualification eg Registered Nurse (Nursing Degree), Diploma in Aged Care, etc and currently on Level 3 will automatically become Level 4.

Classification	Mon-Fri	25% casual loading	DC TO PAY HOURLY RATE
Level 1 - Introductory	\$ 31.13	\$ 7.78	\$ 38.91
Level 2 - Home carer	\$ 32.86	\$ 8.22	\$ 41.08
Level 3 - Qualified	\$ 34.59	\$ 8.65	\$ 43.24
Classification	Saturday	25% casual loading	DC TO PAY HOURLY RATE
Level 1 - Introductory	\$ 43.58	\$ 10.90	\$ 54.48
Level 2 - Home carer	\$ 46.01	\$ 11.50	\$ 57.51
Level 3 - Qualified	\$ 48.42	\$ 12.11	\$ 60.53
Classification	Sunday	25% casual loading	DC TO PAY HOURLY RATE
Level 1 - Introductory	\$ 56.03	\$ 14.01	\$ 70.04
Level 2 - Home carer	\$ 59.15	\$ 14.79	\$ 73.94
Level 3 - Qualified	\$ 62.26	\$ 15.57	\$ 77.83
Classification	Public holiday	25% casual loading	DC TO PAY HOURLY RATE
Level 1 - Introductory	\$ 68.49	\$ 17.12	\$ 85.61
Level 2 - Home carer	\$ 72.30	\$ 18.07	\$ 90.37
Level 3 - Qualified	\$ 76.10	\$ 19.02	\$ 95.12

Note: Daugterly Care pays 12% superannuation based on the Total Hourly Rate

LIVE-IN care work:

- Are you an exceptional, highly experienced in-home carer wanting to care for high care clients in their home.
- Our Live in Carers are experienced age care workers who are familiar with caring for frail elderly people or people living with dementia.
- You are paid on a daily rate, not an hourly rate (do not divide by 24).
- Some of our Live in Care clients need more than 8 hours of care and in that case either the family assist or we assign hourly workers to reduce the live in carer's work load to 8 hours, per every 24 hours.

Note: Daugterly Care pays 12% superannuation based on the Total Daily Rate

Classification	Mon-Fri	25% casual loading	DC TO PAY DAILY LIC RATE
Level 2 - Home carer	\$ 378.62	\$ 94.66	\$ 473.28
Level 3 - Qualified	\$ 398.59	\$ 99.65	\$ 498.24
Classification	Saturday	25% casual loading	DC TO PAY DAILY LIC RATE
Level 1 to Level 3	\$ 408.19	\$ 102.05	\$ 510.24
Classification	Sunday	25% casual loading	DC TO PAY DAILY LIC RATE
Level 1 to Level 3	\$ 425.28	\$ 106.32	\$ 531.60
Classification	Public holiday	25% casual loading	DC TO PAY DAILY LIC RATE
Level 1 to Level 3	\$ 584.26	\$ 146.06	\$ 730.32

MILEAGE:

If you use your car to drive clients to appointments or to do shopping / errands for them you are paid **99c/km**.

Pay Between Clients

From 1st July 2022, the Award was updated to pay **Time + Mileage between clients** or a *Flat Shift Break Allowance*.

Time + Mileage is paid between Immediately Successive Clients

Daughterly Care Community Services (DCCS) Hourly Caregivers are paid for their time spent driving from their first job to the immediately successive second, third, fourth jobs as well as for kms driven.

Immediately successive means that you drive from your first job directly to your second job and start your second job immediately.

The time taken to drive between 'immediately successive clients' is determined by an estimate using Google Maps by our *MyCarePortal App*. **No employee in Australia gets paid mileage or time to travel from their home to their job, nor from their job back to their home.**

Mileage is paid at 99 cents/km. You must drive the most direct route between jobs. **Regardless of the route you actually drive, MyCarePortal pays mileage and time based on an estimate.**

Shift break Allowance

When your second, third or fourth job is NOT immediately after the job prior, **then we do NOT pay time or mileage, instead the Award requires us to pay a Flat Shift Break Allowance of \$20.12 for the first shift break in a day and \$6.51 for the second shift break allowance on the same day.**

We don't need your agreement to roster the first shift break however we do require your agreement to roster the second shift break allowance. Don't decline a job because it involves payment of a second Shift Break Allowance because there could be a change to your roster prior to actually working that job and your 2nd shift break might become your first shift break! Or your second shift break might disappear due to a new job or a job extending.

You don't want to give up 2 hours, or more of work, because of the lower second shift break allowance. Instead have a 'cup half full' attitude.

SALARY PACKAGING

Increase your take home pay by signing up to Salary Packaging. This is one of the benefits of working with *DCCS* as we are a registered Not-For-Profit Charity. **This means you can apply to Salary Package your income and pay LESS INCOME TAX.**

Every Australian employee who earns less than **\$18,200 per annum** does not pay tax.

Once you earn over \$18,200 you start paying tax. However, because you will be employed with *DCCS*, the ATO has offered you to **earn an additional \$18, 747pa before you pay any income tax.**

This means, you will be able to work for DCCS and earn up to @\$36,747pa before you pay any tax to the ATO.

Should you be accepted for employment, as part of the orientation process, *we will explain this to you in detail and set you up. You can choose to apply for Salary Packaging.*

7. Your availability as a **LIVE IN CARER (high care clients)**

You must have **extensive paid experience** to work as a Live-in Carer (not work placement or only family experience). This role is looking after our High-Care clients (24 hour presence) where you will stay at your client's home for 3 or 4 days in a row each week (however we may accept 2 consecutive days per week).

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Tick which consecutive days are you available for LIC:							

8. Your availability as an **HOURLY CARER (low care clients)**

If needed, we will train you with personal care, manual handling, dementia, medication etc. Each client service is @2-3 hours each and you will drive from client to client each day using your car and paid for mileage.

Tick which days are you available for Hourly work:	Mon	Tue	Wed	Thu	Fri	Sat	Sun
☐ I CAN work on these days							
☐ I MIGHT be able to work on these days if asked first							
☐ I can START working from ??? time							
☐ I need to FINISH working from ??? time							
☐ I CANNOT work on these days							

More information we would like to know as an Hourly Carer:

- ☐ Ideally, I would like to work XXX hours **each day**
- ☐ Ideally, I would like to work XXXX as the **MAXIMUM** hours of work per week
- ☐ Ideally, I would like to work XXXX as the **MINIMUM** hours of work per week
- ☐ I am on the pension and have a limit of hours I can work ☐ No ☐ Yes, what is your limit per week: _____

Locations of work – are you prepared to drive to the following locations for Hourly work (2-3 hour services):

☐ Mosman ☐ Hornsby & Upper North Shore ☐ Chatswood & Lower North Shore ☐ Northern Beaches

How far are you prepared to drive to work from your home for a 2 hour job? _____ (klms), eg 10 klms; 20 klms

9. Upcoming Holidays – do you have any holidays planned?

- ☐ No
- ☐ Yes - please provide dates – even if it is every school holidays or one-off days you can't work.

10. Your skills and experience in Aged Care			
DEMENTIA experience		No. of Years	
Total number of years you have been paid to care for older people with dementia			
Total number of years you have cared for family members (unpaid) with dementia			
FEMALE Personal Care (paid) experience	Have experience	No experience but willing to be trained	NOT comfortable doing
Supervise FEMALE clients going to the toilet; showering; dressing, etc			
Assist FEMALE clients to shower (client can wash some parts of their body, you may need to wash their back and areas they cannot reach)			
Assist FEMALE clients to go to the toilet (walking the client to the bathroom, assisting the client to sit on the toilet, helping the client to stand up, help the client pull up their pants. Your client may need assistance wiping themselves)			
MALE Personal Care (paid) experience	Have experience	No experience but willing to be trained	NOT comfortable doing
Supervise MALE clients going to the toilet; showering; dressing, etc			
Assist MALE clients to shower (client can wash some parts of their body, you may need to wash their back and areas they cannot reach)			
Assist MALE clients to go to the toilet (walking the client to the bathroom, assisting the client to sit on the toilet, helping the client to stand up, help the client pull up their pants. Your client may need assistance wiping themselves)			
HIGH CARE client (paid) experience	Have experience	No experience but willing to be trained	NOT comfortable doing
Complex Personal Care (paid) experience			
○ Toileting - full assistance with FEMALE client			
○ Toileting - full assistance with MALE client			
○ Full Shower assistance: FEMALE client (cannot wash any parts of their body)			
○ Full Shower assistance: MALE client (cannot wash any parts of their body)			
○ Changing urine catheter bags			
Transfers (paid) experience			
○ Able to help client transfer			
○ Able to help client by hoist – full hoist and standing hoist, i.e. knowledge of different slings & standing hoist			
○ Experienced using Pelican Belt			
○ Experienced rolling, turning client in bed using a slide sheet			

Basic Palliative Care (paid) experience	Have experience	No experience but willing to be trained	NOT comfortable doing
o Oral hygiene, e.g. mouth swabs			
o Providing pressure area care, eg rubbing cream on skin and ensuring pressure is kept off the area			
o Provide a sponge bath in bed			

Clients you will not care for

Will you work with clients who have pets in the home?

☐ Yes ☐ No

Are you allergic to any pets you will not work with? If Yes: _____

☐ Yes ☐ No

What type of client *won't* you work with?

Dementia questions – please answer the following:

If a client repeats themselves constantly, *how do you handle that?*

If you were told the main role of your service was to provide a meal for a client and ensure they eat the meal, however the client refused to eat saying they have eaten (but you know they haven't), *what would you do?*

If a client living in the community refused to let you in for a service, *what might you say to the client to get in to do the service?*

11. Other skills and qualifications

Musical abilities

Can you play any musical instruments? If Yes, please state what type of musical instrument:

☐ Yes ☐ No

Can you sing to clients?

☐ Yes ☐ No

Do you have any special skills, interests, hobbies, passions that might help us match you to clients?
If Yes, please state:

☐ Yes ☐ No

Please tick **ONLY IF you can provide a Certificate as proof as this may affect your pay rate
(bring all certificates to your interview: refer back to Pg 5):**

- | | |
|--|--|
| ☐ Manual Handling training
☐ Dementia Essentials – Provide support to people living with a Dementia (CHCAGE005)
☐ MOOC – Understanding Dementia with UTAS
☐ MOOC – Preventing Dementia with UTAS
☐ Diploma of Community Services (Case Management)
☐ Certificate IV in Ageing Support
☐ Certificate IV in Leisure and Health
☐ Certificate IV in Community Services
☐ Certificate IV in Disabilities
☐ Certificate III in Individual Support (Ageing)
☐ Certificate III in Individual Support (Disability)
☐ Certificate III in Health Services Assistance (Assisting in Nursing Work in Acute Care)
☐ Certificate III in Allied Health Assistance
☐ Certificate III in Aged Care | ☐ Certificate III in Community Services
☐ Certificate III in Health Services Assistance
☐ Certificate II in Community Services (CHC22015)
☐ Diploma of Nursing (HLT54115)
☐ Certificate III Assistant in Nursing
☐ Registered Nurse (registration current)
☐ Ex-Registered Nurse (registration not current)
☐ Enrolled Nurse (registration current)
☐ Ex-Enrolled Nurse (registration not current)
☐ Any other than Qualifications you have (don't need to be aged-care related):

 |
|--|--|

12. Any previous convictions?

Are you being investigated for, have pending charges, have been found guilty for theft, fraud, serious driving offences or any form of aggression towards another person? Please do not apply for a position with us. We will not employ you.	☐ Yes ☐ No
NOTE: To be employed with DCCS, you must have a current Police Certificate (3 months valid from date) and DCCS will organise it at our cost providing you complete a form and issue relevant ID documentation to enable DCCS to upload and apply.	
Once employed with DCCS, if any police investigations, charges or criminal records arise within the 3 year period of the Police Certificate you must notify the office ASAP and resign.	
Are you under investigation for breach of the new <i>Code of Conduct for Aged Carers</i> that started on 1 December 2022? Please do not apply for a position with us. We will not employ you.	☐ Yes ☐ No
Have you been advised that you HAVE or WILL be added to the <i>Banning Orders Register</i> for Aged Carers? Please do not apply for a position with us. We will not employ you.	☐ Yes ☐ No
Have you been subject to disciplinary proceedings for misconduct or terminated by an employer? If yes, please provide details:	☐ Yes ☐ No
Are you under investigation by an Employer or Police investigation or do you have police charges pending (or dropped) for theft, drugs, fraud, poor driving, and drink driving or aggravated assault to another person? If yes, please provide details:	☐ Yes ☐ No

13. Your Declaration

I confirm the details in this application are correct and I have informed you of all matters of significance.

I do not have a criminal record or any past/pending charges for theft, fraud, serious driving offences or any form of aggression towards another person. I am not under Police Investigation or have police pending charges (or dropped) for theft, drugs, fraud, driving and drink driving or aggravated assault to another person.

I understand that providing false information, including omitting relevant information in my application form will result in instant dismissal.

I authorise investigation of all statements in this application form and for you to contact my referees.

Name: _____

Signature: _____

14. The Next Step – send your application back to us

Please **email** your completed employment application form to:

recruitment@daughterlycare.com.au

Alternatively please mail your employment application form to:

Vera Hannan, Recruitment Manager
Daughterly Care Community Services Ltd
PO Box 670, Narrabeen NSW 2101

Our phone number is (02) 9970-7333 for a confidential discussion about the role you are applying for.