



**Bedford™**  
Changing Lives

# Information for Applicants



## Thank you for your interest in working for Bedford.

We strive to offer excellent opportunities for talented and highly motivated people.

This document provides you with information about our organisation and will help you prepare and submit your application. We encourage you to visit our website at [www.bedfordgroup.com.au](http://www.bedfordgroup.com.au) for detailed information about the services we deliver to the community.

## Firstly, let us tell you about who we are...

Bedford changes the lives of people with disability by building capacity, independence and wellbeing.

We do this by providing a broad suite of NDIS support services including employment opportunities and social participation activities.

We offer exceptional tailored services to meet individual goals in the workplace and the community. We build healthy relationships, foster skills to last a lifetime, and pride ourselves on providing hands-on support to plan all areas of our customer's lives.

Above all, we promote individual choice and control to empower people with disability to live fulfilled and happy lives.

Bedford provides employment, NDIS supports, accommodation services and day options services to over 1500 people with disability across 22 sites in South Australia, Victoria and New South Wales.

Our vision is to be ***the people trusted to change lives*** and our values are:

- We work harder
- We care more
- We are trustworthy honest and authentic
- We laugh often
- We are a big family
- We think and act commercially
- We are resilient and flexible
- We believe in real work and real experience
- We embrace diversity
- We are always looking for a better way
- We live for our customers





At Bedford, you will have the opportunity to work with people with a disability across one or more of our 22 sites. Depending on the position, roles will be based either in a community setting or at one or more of our numerous sites across regional South Australia, metropolitan Adelaide, Victoria and New South Wales.

In addition to working in an inclusive and supportive team environment, our staff enjoy benefits such as:

- The ability to contribute and make a difference to the lives of people with disability
- Competitive remuneration with generous tax-free salary packaging
- Opportunities for flexible working arrangements to support work/life balance
- Free access to the organisation's Employee Assistance Program (EAP) which provides confidential counseling support on personal and work-related issues
- On-site gym (Panorama), free car parking
- Reward and recognition program
- Career development

### Who we are looking for

We are looking for candidates with the right mix of skills, experience and qualifications, but we also endeavour to employ people who are committed to upholding the organisation's



values and behaviours – we work harder, we care more, we are trustworthy, honest and authentic, we laugh often, we are a big family, we think and act commercially, we are resilient and flexible, we believe in real work and real experiences, we embrace diversity, we are always looking for a better way, we live for our customers.

Through our commitment of diversity and equality, we are actively engaged in promoting and maintaining a safe and inclusive work environment where all workers are respected, valued and supported.

When we advertise a vacancy, a Position Description can be requested by emailing us at [recruitment@bedfordgroup.com.au](mailto:recruitment@bedfordgroup.com.au). The Position Description provides detailed information about the role purpose and duties. It will also outline the skills, experience, qualifications and personal attributes we are looking for in the successful candidate. This is also referred to as the Key Selection Criteria (KSC)

## Eligibility

Are you eligible for appointment to a role at Bedford?

- To be eligible to take up a position in our organisation, you must be either an Australian or New Zealand citizen; or an Australian permanent resident.
- If you do not meet the above criteria, but hold a relevant valid visa, you may not be eligible to apply for a role that is beyond the expiry date of your visa.
- Agree to Undergo a National Criminal records check if requested
- Agree to participate in a DCSI assessment if required
- Provide proof of identity
- Provide proof of qualifications, where they are required for the position or used as a determinant in the selection process.

## How to apply

### 1. Review the position description

We strongly recommend that you read the job advertisement, position description, this application pack and visit our website.

After you have read all relevant information and if you have further queries, we encourage you to contact the nominated person to learn more about the role. This information will also help you decide whether you meet the key requirements and if this is the job for you.



## 2. Prepare your application

If you believe you are suitable for the role, it's time to start preparing your application. If required, your application needs to demonstrate your experience, skills, knowledge and abilities relevant to the requirements of the position. This is what the panel looks at when considering you for an interview.

In most instances, you will be asked to provide:

1. a detailed resume (curriculum vitae) and
2. a concise covering letter (sometimes a limited number of pages) addressing some or all of the key selection criteria from the position description (which can be requested by emailing [recruitment@bedfordgroup.com.au](mailto:recruitment@bedfordgroup.com.au))

Our aim is to make the application process simple for you, as we appreciate your personal time is valuable. Please follow the instructions below as this also makes it simpler for the selection panel to read and assess your application, especially in a competitive environment.

### Resume

Your resume is very important and used as part of the recruitment process by the selection panel to assess your suitability. It should include relevant personal information (ie: full name, address, contact details), employment history (with latest position first) and any formal qualifications or training you may have. Your resume should be comprehensive and demonstrate your ability to meet the criteria outlined in the Position Description.

Your resume should be saved in either a MS Word or PDF (i.e. doc, dox or pdf) format, in preparation for submitting.

### Other Documents

Positions may require you to submit other documents such as copies of your qualifications. These are only required once you have been successful for the position as well as National Police History Checks and DCSI Clearances.

### Covering Letter and Key Selection Criteria

Addressing the key selection criteria in your covering letter can be done one of two ways. It can be embedded in the covering letter content or preferably, by using each selection criteria as a heading and providing specific examples of how you have put your knowledge,





skills and experience into action. The SAO method is a useful tool to assist you in addressing the selection criteria.

- Situation** What was the situation/task/issue?  
**Action** What steps did you take to resolve/develop/rollout or complete the task?  
**Outcome** What was the result you achieved?

### 3. Lodging your application

When you are ready to submit your application, having completed all require documentation, submit your application online by clicking the “Apply for this Job” button posted on Seek or on the Careers page on our website.

It is your responsibility to make sure your application is received by the closing date and time as stated in the advertisement. Late and/or incomplete application may not be considered.



## Our selection process

Bedford undertakes an assessment of merit to ensure that the most suitable people are appointed. All our selection processes and decision are free from bias and unlawful discrimination. Using a competitive selection process, we make an overall assessment of



each candidates' skills, cultural fit, experience, qualifications and personal qualities against the requirements of the role.

A selection panel is appointed which will usually consist of two/three people. The selection methods used by the panel will depend on the type of job advertised.

The key steps in the recruitment process are:

### **1.Shortlisting**

The selection panel will review and assess each of the applications received against the requirements of the position as requested in the advertisement. The selection panel will then determine which candidates are the most competitive and will be 'shortlisted' to progress to the next stage.

If there are a large field of applicants, a short telephone interview may take place, to determine further shortlisting.

### **2.Interview**

The next step is usually an interview between the shortlisted candidates and the selection panel. If you are shortlisted for an interview, you will be contacted to arrange a suitable day and time to attend the interview.

Other assessment methods may also be used, such as a telephone interview, work sample test, presentations and psychometric testing. You may also be called to a second interview.

During the interview, the selection panel will ask you a series of questions to help them further assess your potential suitability for the position. The questions will focus on the requirements of the position as stated in the Position Description, and are likely to ask you to draw upon your experience and talk about specific situations that you have encountered in the past. In your responses, you should explain what the situation was, how you handled it and what the outcome was. Preparing for this interview is very important to be able to 'sell' yourself in the best possible light.

Not only is the interview used to assess your potential suitability for the position, it is also an opportunity for you to ask questions of the selection panel to help you decide if this is the right role for you.





In addition to the interview questions, you may be asked to complete one or more practical exercises to help assess your potential suitability for the position.

### **3. Reference checks and further interviews**

If you successfully progress through the interview stage of the selection process, you will usually be asked to provide the names and contact details of at least two professional, work-related referees who can be contacted to discuss your skills, experience and performance. It is expected that at least one of these referees will be your current or previous manager.

Your referees can be provided at interview stage. These are not personal references, but work related. You will need to include the names and contact details of at least two referees, ideally one of whom is a current or recent supervisor. Select referees who know your skills and abilities and who can comment on your work experience.

You may also be invited back for a subsequent interview or interviews.

### **4. Notification**

If you were unsuccessful, you will be notified by email. Please note that if you are not short-listed you will usually be advised of this after the process is finalised.

If you are the recommended candidate for the position you will be contacted to discuss the conditions of your proposed appointment and other terms and conditions.

### **5. Pre-employment**

As part of working with Bedford, employees are required to have a National Police Clearance that is not older than 3 months and may require a current DCSI Clearance.

In some instances, you may be asked to provide evidence of achievements in relation to the Job Specification. This may include copies of your academic qualifications or other correspondence.

### **And finally.....**

We wish you the best of luck in your application and thank you for choosing to work with Bedford. **Good luck with your application.**