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PO Box 727 Woodridge Qld 4114
www.yfs.org.au

Advice for job applicants

Useful contacts and links

YFS Human Resources

Tel 07 3826 1500 | Email yfsjobs@yfs.org.au

www.yfs.org.au/workwithus | www.yfs.org.au/about | [YFS 2023 Impact Report](#)

Am I eligible to apply?

To be eligible for a job at YFS, it is essential that you have:

- a current Queensland C class driver licence (if required for the role)
- a current positive notice Blue Card
- a current National Police Check at commencement and every three years of employment
- right to work in Australia.

Step 1: Getting started

Preparing your application

Your application is the first step towards a rewarding career with YFS and our first impression of you. Therefore, it is important that you give yourself the strongest opportunity to succeed right from the start.

To improve your chances of selection, we recommended that you:

- thoroughly research YFS, including our mission and values
- carefully read the role description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications
- check whether you are eligible to apply, and that the salary and entitlements match your expectations.

The selection panel will assess your application to determine whether you will be selected for the next stage of the recruitment process. The panel will consider all information gathered throughout the recruitment process to determine the most suitable candidates.

Remember to check the application closing date and time as the onus is on you to ensure it is lodged correctly and on time. The closing dates for all current job vacancies are listed on our Jobs@YFS webpage: www.yfs.org.au/about/jobs-yfs.

Cover letter

Make sure you write a cover letter outlining:

- the title of the job that you're applying for
- your name, address and telephone number
- your experiences and skills, and how they align with the key accountabilities and skills, knowledge and experience of the position you are applying for.

Your resume/curriculum vitae

You will be required to provide a detailed resume/curriculum vitae. Include a description of your relevant work experience preferably starting with the most recent periods (include dates). If possible include a brief description of your duties and responsibilities for each job and outline your key achievements for each role. In addition, include your education and training. You may also outline activities that you have undertaken outside of work which you feel are relevant to the job.

Referees

Please also include the names, positions, telephone numbers and email addresses of at least two line management or supervisory referees. Your referees may be contacted at any stage of the recruitment process and they will need to be prepared to comment on your recent work performance.

Submitting your application

Make sure your application is received by **YFS Human Resources**, by the closing date and time on the advertisement. You need to lodge your application via one of the following methods.

Post: PO Box 727, Woodridge, Qld 4114

Email: yfsjobs@yfs.org.au

Hand delivery: 376 Kingston Road, Slacks Creek 4114

When you are ready to lodge your application, please ensure you have included:

1. your cover letter
2. your resume/curriculum vitae
3. the details of two referees (as outlined above).

Leave plenty of time to submit your application. It is your responsibility to ensure it is received by the advertised time on the closing date. Late applications will not be accepted. If you experience difficulties applying, please email yfsjobs@yfs.org.au.

Step 2: The selection and assessment process

Shortlisting

The selection panel will review all applications. A shortlist of candidates will be contacted to attend personal interviews.

To shortlist candidates, the panel may conduct telephone interviews. It depends on the role you are applying for.

If you have not been shortlisted for an interview, you will be advised within two weeks of the closing date. Feedback will not be provided unless requested; unfortunately, we do not have the resources to respond to all requests.

Personal interview

If you are shortlisted, you will be asked to attend a personal interview. This will usually take place within two weeks of the closing date and held during working hours. Interviews should take no longer than one hour.

Interview questions expand on the role description, giving you the opportunity to elaborate on your written application. Your responses to questions will be rated by the selection panel, who will make a comparative assessment.

Please bring along your qualifications to the interview.

What happens next?

Following the personal interviews, the panel will consider all gathered information to determine which applicant(s) best meets the work-related requirements.

If you are selected for the position, you will be contacted by telephone. A written offer will be issued to you, detailing the terms and conditions of your employment.

If you are not selected for the position and have attended a personal interview, you will be contacted by telephone or email within a week of your interview. Shall you request feedback, the panel chair will consider providing you with brief comments.

Your resume/curriculum vitae will be kept by YFS Human Resources for 12 months. After 12 months, it will be disposed of. Should you withdraw from an application, your resume/curriculum vitae will be disposed of immediately.

Why work with us?

We have a real commitment to seeing people thrive, including our staff. Our people are our strength, and we encourage them to bring their entire selves to work because we know that a happy workplace thrives.

Our employees have told us that the best things about working at YFS are:

- Doing meaningful and rewarding work
- Great colleagues and a focus on teamwork
- A supportive culture that challenges staff to do their best
- Great benefits and conditions.

Do you value excellence, integrity, optimism, courage and steadfastness?

These are the values that guide us every day. They reflect how we care for the people we work with, our colleagues and stakeholders, and how our work contributes to a better community.

If these values inspire you, we would love to hear from you.

What makes YFS a great place to work?

YFS has been backing people in Logan since the early 1980's. These days about 200 staff support thousands of local people each year.

A great place to create real long-term change

- We operate a range of community programs tackling big issues like homelessness, domestic and family violence, and financial wellbeing.
- We're known for finding innovative ways of making a real difference to people's lives.
- The work is challenging and rewarding.

A great team to be part of

- We work together and do what it takes to respond to people's needs and goals.
- We empower each other to make decisions and try new ways of working.
- We support each other and are given opportunities to grow.

A great place to belong

- We celebrate diversity because we believe that we work best when everyone feels valued and included.
- We respect each other's backgrounds, perspectives and life experiences.
- We accommodate the broad range of cultural and religious needs of our staff.
- Our First Nations Cultural Framework sets out our commitment to backing First Nations peoples. This includes providing an environment and conditions in which First Nations staff feel secure and supported in developing their careers.
- Our voluntary, employee-led working groups have a voice in building an inclusive and diverse workplace at YFS. These currently include our Reconciliation Working Group and Pride @YFS, with more groups to come.

Great benefits

We make sure our staff are rewarded with:

- above industry-average pay rates
- generous salary packaging (exempt from Fringe Benefits Tax)
- flexible work arrangements depending on your role
- professional development and learning opportunities
- portable long service leave
- counselling support
- free parking.

Our work arrangements are family friendly. It's usually no problem if you need the morning off to attend your child's school play, for example.

Everyone is welcome here

- Our varied backgrounds mean we each bring something different to the table and we love that.
- There are more than 230 cultural groups living in Logan. While we cannot represent all of them, we value Logan's ethnic diversity and strive to reflect it in our workplace.