**Career Application**



**Empowering Families, Transforming Lives**

All positions at Kids Matters OT are an integral part of the success and smooth operations of the business. Our goal is to put you in a position that keeps you challenged, is fulfilling, has you engaged and helps you achieve your career goals.

Please complete the following application with total honesty. There are no right or wrong answers. We just want to ensure that we are a right fit for you, and you for us.

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Phone** |  |
| **Date** |  |
| **Position Applied for** |  |





**Kids Matters Occupational Therapy**

**Our Why/ Purpose**

To be a safe and supportive community so that we all grow in confidence, connection and live our potential.

(clients and staff)

**The Way we do (How)**

* We do people first.
* We meet people where they’re at.
* We are truly present and listen to each other.
* We are playful in our approach.
* We give and receive hope and guidance.
* We have understanding and compassion.
* We live our culture code.

**Our Vision**

To ensure equal access to quality OT and allied health care around Qld (including rural areas).

**Our Culture Code**

* Connection
* Collaboration
* Quiet Mastery
* Playfulness
* Excellence



**Career History**

Please read these instructions carefully before completing the following section on Business/ Career Experience. This information will not be the only basis for hiring decisions. You are not required to provide any information that is prohibited by law.

In the business/ Career Experience section, each letter (A, B, C, etc.) corresponds to a specific job. If, for example, your present employer is “Total Rehab solutions” and you have had three different jobs, each with a different job title with “Total Rehab solutions”, please list them separately.

1. Please complete a section of this form (A, B, C, etc.) for every job where there was a change in your job title.
2. Begin with your present, or most recent, job and progress backward in time going from A to B to C, etc.
3. This form is set up for 6 job titles, A-G. If you have had more than 6 jobs, please attach a separate sheet outlining those additional jobs formatted like jobs D-F. If you have had less than 6 jobs, leave the remaining spaces blank.
4. For each job you are asked to estimate how your final employer/ supervisor would rate your overall performance on a scale of Excellent, Very Good, Good, Fair and Poor.
5. At an appropriate time, we may ask you to arrange personal reference calls with employer/ supervisors you’ve had.

**Business/ Organisation/ Career Experience**

Please start with your present or most recent position. Reminder: Do not combine jobs. Fill out a complete section of this form for every job where the job title has changed. These can include paid or volunteer positions.

|  |  |
| --- | --- |
| **Work Experience – A** | |
| Business/ Organisation Name |  |
| Kind of Business/ Organisation |  |
| Employed from | (month/ year)\_\_\_\_\_\_\_\_\_\_\_To (month/ year)\_\_\_\_\_\_\_\_\_\_\_ |
| Title/ Position |  |
| Starting Salary |  |
| Final Salary |  |
| Name of Supervisor |  |
| What do (did) you like most about your position? |  |
| What do (did) you least enjoy? |  |
| Reason for leaving |  |
| Other comments: |  |
| **Work Experience – B** | |
| Business/ Organisation Name |  |
| Kind of Business/ Organisation |  |
| Employed from | (month/ year)\_\_\_\_\_\_\_\_\_\_\_To (month/ year)\_\_\_\_\_\_\_\_\_\_\_ |
| Title/ Position |  |
| Starting Salary |  |
| Final Salary |  |
| Name of Supervisor |  |
| What do (did) you like most about your position? |  |
| What do (did) you least enjoy? |  |
| Reason for leaving |  |
| Other comments: |  |
| **Work Experience – C** | |
| Business/ Organisation Name |  |
| Kind of Business/ Organisation |  |
| Employed from | (month/ year)\_\_\_\_\_\_\_\_\_\_\_To (month/ year)\_\_\_\_\_\_\_\_\_\_\_ |
| Title/ Position |  |
| Starting Salary |  |
| Final Salary |  |
| Name of Supervisor |  |
| What do (did) you like most about your position? |  |
| What do (did) you least enjoy? |  |
| Reason for leaving |  |
| Other comments: |  |

**Education**

|  |  |
| --- | --- |
| **Tertiary** | |
| Name of Institution |  |
| Qualification/s |  |
| Name of Institution |  |
| Qualification/s |  |
| Other Post Graduate Education |  |

**What formal skills and experience would you bring to your position at Kids Matters?**

|  |  |
| --- | --- |
| **Skills/ Experience** | |
| Speaking in public |  |
| Competency with technology |  |
| Building and maintaining a caseload |  |
| Age ranges from 0-Adult that you have skills and interest in treating. |  |
| Disability and condition groups that you have skills and interest in treating. |  |

**Your Professional Development**

Tell us about the training you have undertaken in the past 12 months, outside of work hours that have helped advance your contribution and value to your career.

|  |  |
| --- | --- |
| **Area** | **Comments** |
| Professional special interests (e.g. books, podcasts) |  |
| Seminars/ workshops/ conferences |  |
| Membership in professional or job-relevant organisations. |  |
| Publications or additional special honours or awards you have attained. |  |
| Other: |  |

**Work Skills**

In the table below, please give a personal rating between 1 and 5 of where you think your attitude lies. Just circle the most appropriate number.

|  |  |  |  |
| --- | --- | --- | --- |
| Attribute | | Rating |  |
| **Organisation** | I live life moment by moment. | 1…2…3…4…5 | I plan every hour of my day |
| **Time Management** | I never have enough time to do the things I have to or want to. | 1…2…3…4…5 | I always make time for work, rest and play |
| **Handling Pressure** | I often feel pressured by the amount of work I have to do | 1…2…3…4…5 | I have effective tools for managing pressure |
| **Career Attitude** | I work so I can make money to enjoy life outside work. | 1…2…3…4…5 | Other factors such as professional development work culture and job satisfaction are very important to me. |
| **Handling feedback and possible confrontation** | I don’t like regular evaluation and/ or feedback. | 1…2…3…4…5 | I welcome regular feedback and value open communication as an opportunity to grow. |
| **Teamwork** | I prefer to work by myself. | 1…2…3…4…5 | I thrive when working in a team environment. |
| **Productivity** | I find it difficult to effectively prioritise my time. | 1…2…3…4…5 | I am good my prioritising my time in a busy caseload. I am realistic about what I can do. |
|  | I blame other people or justify if I make a mistake. | 1…2…3…4…5 | I take full responsibility for my |
| **Positivity** | I prefer to discuss problems and complaints with my colleagues and I enjoy a bit of office gossip. | 1…2…3…4…5 | I only discuss problems with people who are part of the solution, and avoid gossip and small talk about other people. |
| **Accountability and Responsibility** | I blame other people or circumstances for my failures | 1…2…3…4…5 | I am fully accountable for the results that I produce in my life. I see all mistakes as learning opportunities. |

**Projects/ Tasks**

These are the projects that happen regularly in the business. Depending on your role/ position you will need a general understanding of some of the following. Please identify your honest likes and dislikes in all of the following areas. Again, there are no right or wrong answers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Love it** | **OK** | **Dislike it** | **Comments** |
| Creating systems to make the workplace run more smoothly |  |  |  |  |
| Following systems and procedures |  |  |  |  |
| Working within a close-knit team |  |  |  |  |
| Caring for clients and their families |  |  |  |  |
| Converting assessments to therapy |  |  |  |  |
| Saying no to people when required |  |  |  |  |
| Calling referrers and other professionals |  |  |  |  |
| Calling parents and teachers |  |  |  |  |
| Supporting/supervising junior therapists |  |  |  |  |
| Conducting school or home visits |  |  |  |  |
| Helping other team members with scoring and reports if quiet |  |  |  |  |
| Writing progress notes according to set format |  |  |  |  |
| Writing reports and treatment plans according to set format |  |  |  |  |
| Making sure that facilities are neat and tidy & cleaning up after yourself |  |  |  |  |
| Occasional work social events outside 9-5 hours for team building and connection |  |  |  |  |

**A bit about you personally…**

|  |  |
| --- | --- |
| **Question** | **Answer** |
| If money wasn’t an issue and you could have any job or career you wanted, what would you absolutely love to do? |  |
| In the next 3-5 years, what career goals do you have? |  |
| What is your salary expectation? |  |
| What are the most important things for you to have in your life on a regular basis? |  |
| What hobbies/interests do you have? |  |
| Do you have the support of your partner, family, friends when it comes to your career/job? |  |

Do you have any other things that you would like to tell us about yourself, personally?

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**A bit about you professionally…**

|  |  |
| --- | --- |
| **Question** | **Answer** |
| I am happiest when…. |  |
| My greatest career satisfaction comes when... |  |
| I am most proud of myself because… |  |
| What qualifications, abilities and strong points will help you succeed in this job? |  |
| What are your weak points or areas for improvement? |  |
| In a work context, the mistakes that I have made that have taught me the most are…. |  |
| In a work context, the things that frustrate me are… |  |
| The thing/things that can hinder my progress are... |  |
| The emotion I find the most difficult to control is… |  |
| In a group I usually get most involved when… |  |
| When I think about the future I see myself… |  |

Do you have any other things that you would like to tell us about yourself professionally?

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**A bit about your clinical reasoning and knowledge…**

Please indicate your level of knowledge and experience in the following areas:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Level of Experience** | | | |  |  |
| **Area of Expertise** | **None** | **Little** | **Some** | **Extensive** |
| \* handwriting issues |  |  |  |  |
| \* sensory processing |  |  |  |  |
| \* motor coordination difficulties. |  |  |  |  |
| \* learning difficulties |  |  |  |  |
| \* low level Autism |  |  |  |  |
| \* high level Autism/ Aspergers syndrome. |  |  |  |  |
| \* toileting |  |  |  |  |
| \* self-care issues |  |  |  |  |
| Executive function |  |  |  |  |
| Behaviour management  E |  |  |  |  |
| Emotional Regulation |  |  |  |  |

**Please give comments as you would like...**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The final details**

Do you have the legal right to work for any employer in Australia

* Yes
* No

Would you be willing to arrange reference calls with supervisors you’ve had in the past few years, as one of the steps prior to a final job offer?

* Yes
* No

I certify that answers given in this Career Application form are true, accurate and complete to the best of my knowledge. In the event that I am employed, I understand that any false or misleading information I knowingly provided in my career Application Form or interview/s may result in discharge and/or legal action.

I understand that if employed by Kids Matters OT, I am required to abide by all policies and procedures of Kids Matters OT and any special agreements reached between Kids Matters OT and me.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_