



team national. RECRUITMENT PATHWAY.

01

Application

All applications start via our Team National jobs board.

This includes:

- Your resume
- Cover Letter
- Job Questions

Review

Team National will review all submitted information against the roles required prerequisites. Eligible applicants will proceed to Pre-Screening via email correspondence.

02

Pre-Screening

Applicant will receive email request to provide the following valid pre-screening information:

- WWVP
- Worker Screening
- AFP Police Check
- First Aid - HLTAID011
- CPR - HLTAID009
- Qualifications
- AHPRA*
- VISA*

Interview

From here, the applicable candidate will be invited to attend interview at our Head office in Canberra

03

Reference Checks

Email link will be issued to you to provide x2 reference checks.

Employment Verifications

Team National will review of suitability. Successful candidates will be asked via email to provide remaining documents

100 Points of ID
 NDIS Worker Orientation
 NDIS Enjoyable Meals
 NDIS Effective Communication
 Vaccine Summary
 Medication Administration
 Infection Control
 Manual Handling
 Fire Safety
 Food Safety
 + any other

04

Offer of Employment

Successful applicant will receive offer of employment via email.

Invitation to Go-Day Induction

Select your preferred date to attend Go-Day Induction

...

Reminder for any remaining outstanding documents will be issued to support an efficient onboarding process so you can be all set to hit the ground running.

05

Activation

Email correspondence for all of Team Nationals systems required to undertake your new role with us!

This includes:

- LOOKOUT roster + client related info
- EMPLOYMENT HERO [EH] your employment related info

Employment Contract

Once you have activated your apps, you will receive email with a Contract link via the EH app the day before induction.

GO DAY

INDUCTION

You're IN!

Today, we will go through your employment contract, set you up with uniform and kit bag and all the vital info you need to know to get the best possible start on your first day!



Training Module Assignment

As any annual mandatory training requirements are due for renewal, you will be assigned the identified modules to complete and maintain accordingly.

**if applicable*

team national EMPLOYMENT CRITERIA



SECURITY + VERIFICATION DOCUMENTS CHECKLIST

APPLICATION

-  Cover Letter
-  Resume
-  Application Questions

ensure your resume references valid pre-requisites

PRE-SCREENING

-  ACT WWVP Card
-  NDIS Worker Screening
-  AFP Police Check
-  First Aid - HLTAID011
-  CPR - HLTAID009
-  Qualifications
-  AHPRA Registration*
-  Rights to Work Visa*

**if applicable*

INTERVIEW



Interviews are casual in nature.
We want to hear about you,
& your experience with examples like:

-  Why you choose this industry
-  Examples of infection control
-  Experience with equipment
-  Any specialised experience
-  Managing incidents
-  Experience of advocating



at Team National Office

VERIFICATIONS

-  x2 Professional References
-  100 Points of ID
-  Drivers Licence
-  Influenza Vaccine Summary
-  NDIS Worker Orientation Module
-  NDIS Communication Module
-  NDIS Enjoyable Meals Module

Below are annual training requirements. Please
provide any you have undertaken within the last 12
months:

-  Infection Control Training[^]
-  Manual Handling Training[^]
-  Mandatory Reporting
-  Medication Training[^]
-  Food Safety
-  Fire Safety

[^] National will provide you with all necessary
competency assessments where any practical
components are required for your deployed site

EMPLOYEE SYSTEMS + APPS ACTIVATION

ACTIVATION

-  Activate Lookout
-  Activate Employment Hero
-  Review Employment Contract
-  Book your Go-Day Meeting

GO-DAY



-  Attend Go-Day Induction
-  Sign Employee Contract