



Samaritans

*Compassion Integrity Justice*

# How to Apply for a Volunteer Role in CVmail



*Compassion Integrity Justice*

## Applying for a Volunteer Role in CVmail

1. Go to Samaritans employment page: <http://fsr.cvmail.com.au/samaritans/main.cfm>
2. Click on the job you would like to apply for

[Job Search](#) [Agencies](#) [Job Alert](#) [Register](#) [Login](#)







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### Quicklinks

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- » [Links](#)
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### Welcome to Samaritans Career Page

Thank you for your interest in working with the Samaritans Foundation. We are fully committed to providing every employee with an inclusive workplace that offers respect, training and opportunities to succeed.

Please search our current opportunities below (hold down the CTRL key to select multiple options) to apply for a job directly so that your application can be closely considered.

Please note the Samaritans Foundation is constantly looking for Youth and Disability Support Workers in a vast range of regions and in a number of capacities. If you are interested in a rewarding career and feel you are suited to this gratifying line of work, please register your details in [Job Match](#) (below) so we can consider you for our next vacancy!

If you are experiencing difficulties applying online please contact Human Resources on (02) 4960 7100.

**Employment Type**

- All
- Casual
- Fixed Term Contract
- Permanent Full-Time

**Region**

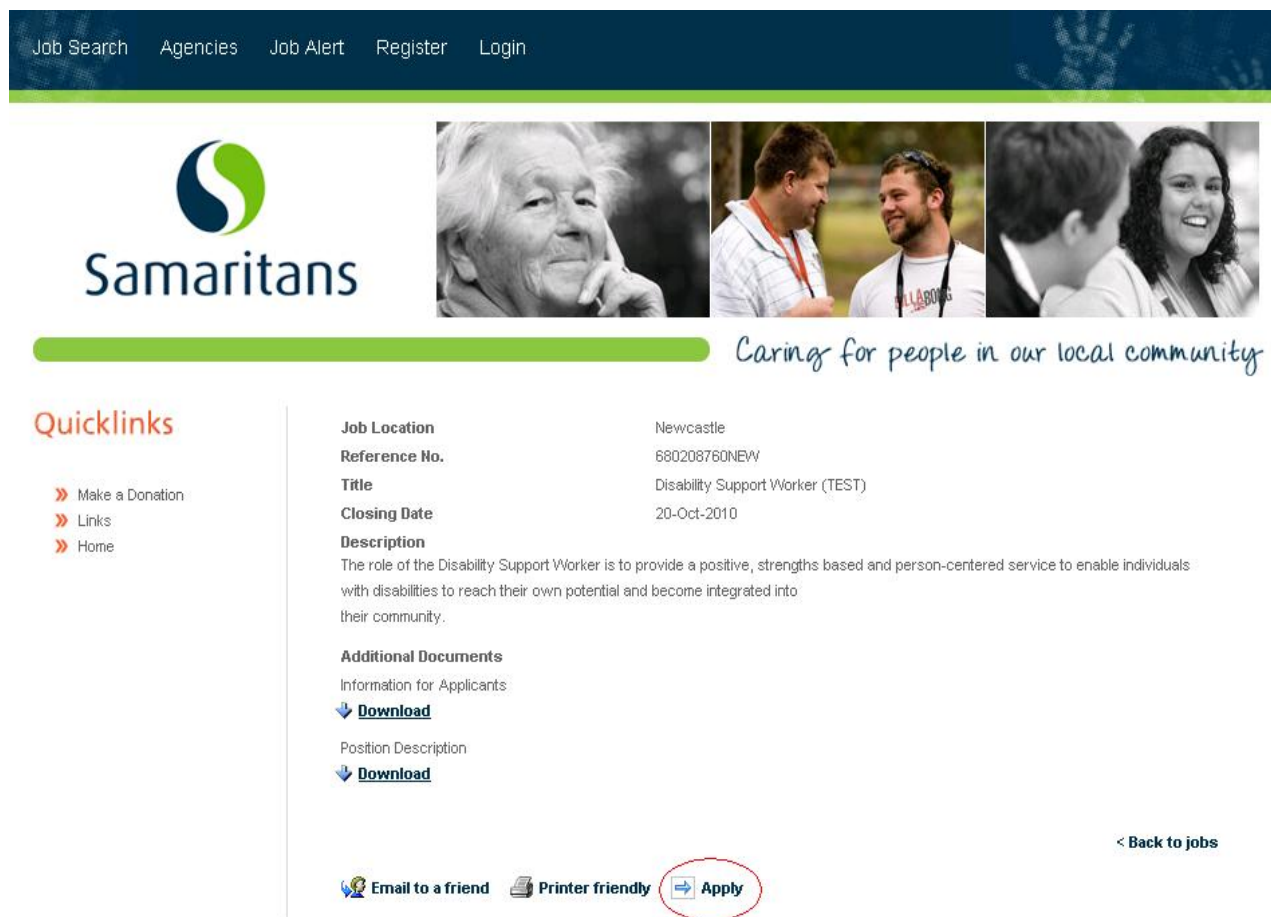
- All
- Central Coast
- Hunter Valley - Lower
- Hunter Valley - Upper

**Position Type**

- All
- Administration
- Children/Youth/Family
- Children/Youth/Family - Management

Title	Closing Date	Job Location
1 Casual Youth Worker	24-Oct-2010	Cessnock
2 headspace Youth Access Team Worker	20-Oct-2010	Gosford
3 Early Intervention Mental Health Clinician	29-Oct-2010	Maitland
4 Youth Worker - EIA	29-Oct-2010	Bateau Bay
5 <b>Disability Support Worker (TEST)</b>	20-Oct-2010	Newcastle

- After assessing your suitability for the position by reading the Position Description (and Task Analysis Information where applicable), Rights and Responsibilities of Volunteers and the Information for Applicants, click on 'Apply'



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**Job Location** Newcastle  
**Reference No.** 680208760NEW  
**Title** Disability Support Worker (TEST)  
**Closing Date** 20-Oct-2010

**Description**  
 The role of the Disability Support Worker is to provide a positive, strengths based and person-centered service to enable individuals with disabilities to reach their own potential and become integrated into their community.

**Additional Documents**

Information for Applicants  
[Download](#)

Position Description  
[Download](#)

[Email to a friend](#) [Printer friendly](#) [Apply](#)

[Back to jobs](#)

- If you do not have an account, select 'click here to create an account'



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**Register and Start Applying Now!**

If this is the first time you have used the Samaritans careers site, you will need to register. Once registered, you can start applying immediately. Applying is easy, and your personal information is stored for each application you make.

You will also get access to great features such as Job Alerts and Job Forwarding. Job Alerts allow you to be notified when jobs matching your needs become available. Job Forwarding allows you to share job information with friends.

[Click here to create an account](#)

**Already Have an Account?**

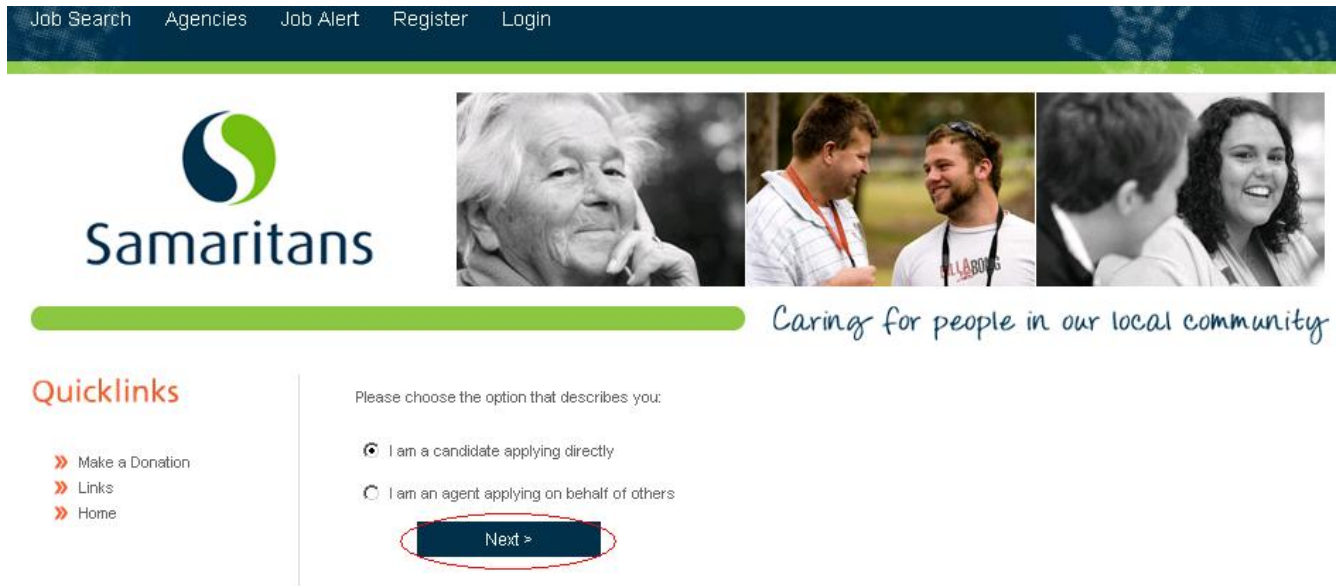
Simply enter your username and password to continue...

Username:   
 Password:



Login

Forgotten your password? [Click here for a reminder...](#)

5. Select 'I am a candidate applying directly' and click next.



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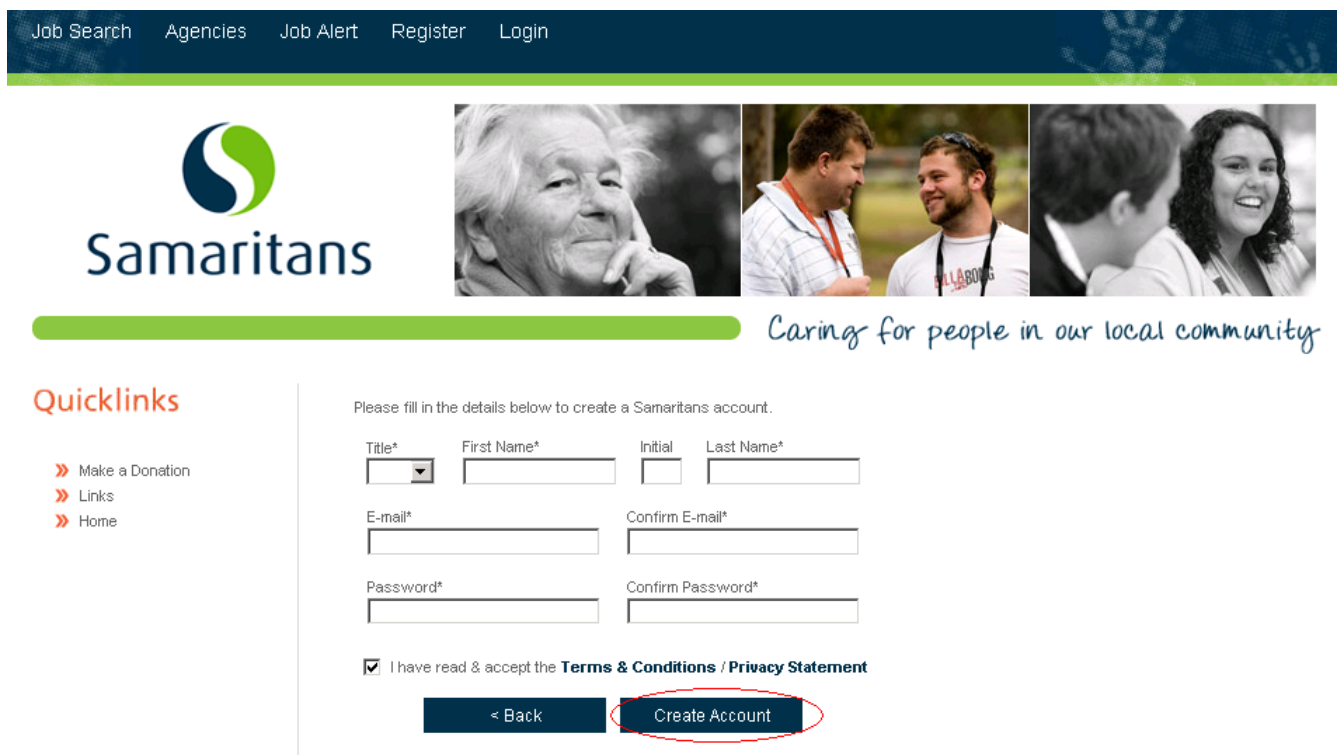
Please choose the option that describes you:

I am a candidate applying directly



I am an agent applying on behalf of others

Next >

6. Enter your details, accept the terms and conditions / privacy statement and click on 'create account'



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**Quicklinks**

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Please fill in the details below to create a Samaritans account.

Title\* First Name\* Initial Last Name\*

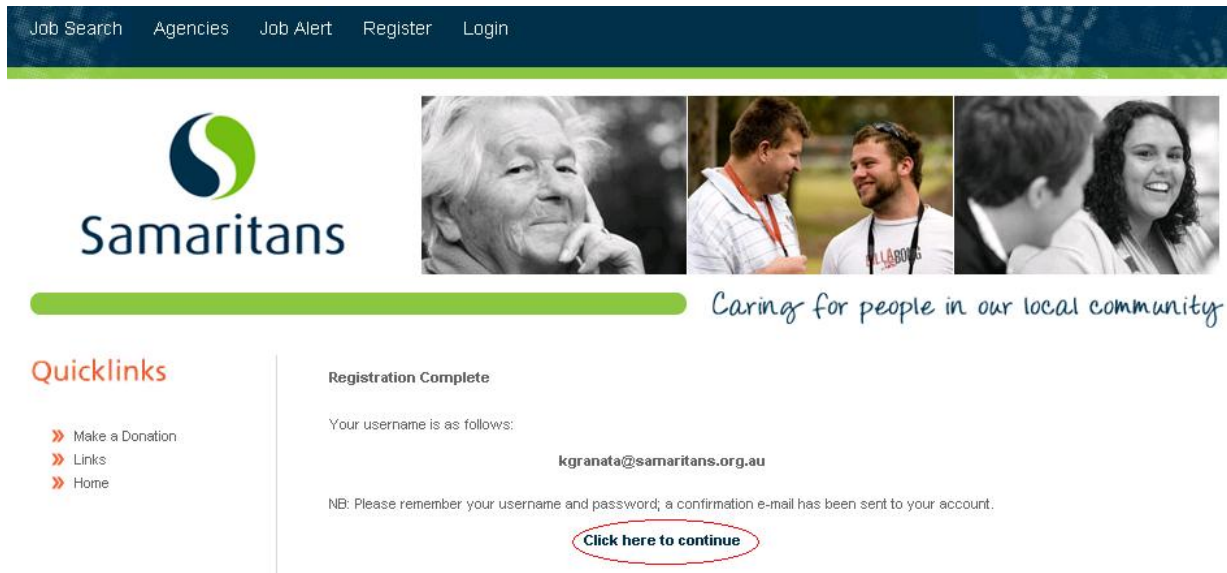
E-mail\* Confirm E-mail\*

Password\* Confirm Password\*

I have read & accept the **Terms & Conditions / Privacy Statement**

< Back Create Account

7. Once your account has been created, you will be notified that your registration is complete, and you will receive an automated confirmation email from CVmail support to the email address you nominated in your registration. Select 'click here to continue'.



Job Search Agencies Job Alert Register Login

**Samaritans**

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**Quicklinks**

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**Registration Complete**

Your username is as follows:

**kgranata@samaritans.org.au**

NB: Please remember your username and password; a confirmation e-mail has been sent to your account.

[Click here to continue](#)

8. The following page will appear – once you have read the information select 'click to begin'



**Quicklinks**

- » Make a Donation
- » Links
- » Home

**Application progress - Disability Support Worker (TEST)**

1. Accepting our Process ✘	2. Personal/Contact Details ✘	3. Additional Information ✘	4. Criteria: Disability Supp ✘	5. Experience & Referees ✘
6. Studies & Qualifications ✘	7. Resume/CV & Cover Letter ✘	8. Applicant Declaration ✘	9. Preview & Send Application ✘	

NB: Clicking on headings above does NOT save the page. Press Next / Last to save.

**Before you begin**

Please read the following to assist you in completing your application quickly & accurately:

**1. Completing the form**

- The system will **log you out** if no pages are loaded for 90 minutes. You must press the 'Next/Last' or 'SAVE/EXIT' button within 90 minutes for each page.
- For long questions, draft your response in a word processor, then copy & paste it into the form. This way, you can both spell check and fully consider your answers.
- Questions with an asterisk (\*) beside them are mandatory.
- When data entered is invalid, the field will be highlighted in **red**.

**2. Navigating the form**

- You can skip to a page by clicking on the progress bar (except on this page).
- To save a page in the form, press **NEXT** or **LAST** buttons.
- To complete the form later, press **SAVE/EXIT** button.
- To later resume an application, log in using your e-mail address & password.

**3. Sending the application**

- On the preview page, press **SAVE TO YOUR PC** to save a copy for your records.
- Once sent, applications cannot be viewed or changed.
- For more detailed help, press the **APPLICATION HELP** button at any time.

[Back to Job](#) [Click to begin](#)

**Legend**

- ✓ Page complete
- ✘ No sections completed
- ! Some mandatory sections incomplete

9. Read the information and click 'yes' to accepting our process (if you do not agree with the process you will not be able to continue with your application). Click Next.

Application progress - Disability Support Worker (TEST)				
1. Accepting our Process ✘	2. Personal/Contact Details ✘	3. Additional Information ✘	4. Criteria: Disability Supp ✘	5. Experience & Referees ✘
6. Studies & Qualifications ✘	7. Resume/CV & Cover Letter ✘	8. Applicant Declaration ✘	9. Preview & Send Application ✘	

**NB:** Clicking on headings above does NOT save the page. Press Next / Last to save.

- Before you begin
- Application help
- Save/Exit
- Next >>

### Accepting our Process

I understand that to be considered for positions with the Samaritans Foundation I may be required to participate in interviews, ability/personality testing and a Pre-Employment Medical. I also understand that relevant background checks will need to be completed by the Samaritans Foundation prior to an offer of employment being made.\*

No  
 Yes

- Before you begin
- Application help
- Save/Exit
- Next >>

Legend		
✓	Page complete	✘
	No sections completed	!
	Some mandatory sections incomplete	

## 10. Enter your personal details into the system

Application progress - Disability Support Worker (TEST)				
1. Accepting our Process ✓	2. Personal/Contact Details ✗	3. Additional Information ✗	4. Criteria: Disability Supp ✗	5. Experience & Referees ✗
6. Studies & Qualifications ✗	7. Resume/CV & Cover Letter ✗	8. Applicant Declaration ✗	9. Preview & Send Application ✗	

NB: Clicking on headings above does NOT save the page. Press Next / Last to save.

### Personal/Contact Details

#### Name\*

Title 
 First Name 
 Initial 
 Last Name\* 
 Preferred Name (if different)

#### Email\*

Primary Email\*

#### Address\*

Home Address\*

City\* 
 State/Province

Country\* 
 Zip/Postal Code\*

Area Code 
 Day Phone\*

Area Code 
 Night Phone

Mobile Phone Number

Are you eligible to work in Australia? Please select your status:\*

How did you FIRST find out about this position?\*

If other, please specify:

Have you been employed by Samaritans in the past?\*

If yes, please provide details:\*

If you have never been employed by Samaritans, have you previously applied for any other position(s) with us?

If Yes, provide details:\*

If yes, please provide details:\*

11. Complete the additional information section and click 'next'

Application progress - Disability Support Worker (TEST)				
1. Accepting our Process ✓	2. Personal/Contact Details ✓	3. Additional Information ✗	4. Criteria: Disability Supp ✗	5. Experience & Referees ✗
6. Studies & Qualifications ✗	7. Resume/CV & Cover Letter ✗	8. Applicant Declaration ✗	9. Preview & Send Application ✗	

**NB:** Clicking on headings above does NOT save the page. Press Next / Last to save.

### Additional Information

Do you hold a Current Driver's Licence? Please indicate which type:\*

Some roles within Samaritans involve working a 24/7 roster. This will be clearly stated in the position details you previously viewed via our Careers Portal. If required, are you available and willing to work the full range of shifts under a 24/7 roster?\*

Please provide details:\*

What does Samaritans' Mission Statement mean to you and your work? (Please [click here](#) to view our Mission Statement) (150 words max)\*

12. If there is a role requirement to provide answers for the selection criteria, complete and click next

Application progress - Disability Support Worker (TEST)				
1. Accepting our Process ✓	2. Personal/Contact Details ✓	3. Additional Information ✓	4. Criteria: Disability Supp ✗	5. Experience & Referees ✗
6. Studies & Qualifications ✗	7. Resume/CV & Cover Letter ✗	8. Applicant Declaration ✗	9. Preview & Send Application ✗	

NB: Clicking on headings above does NOT save the page. Press Next / Last to save.

### Criteria: Disability Supp

ESSENTIAL: Experience in, or demonstrated commitment to, actively supporting people with a disability\*

TEST

ESSENTIAL: Experience and/or qualifications in the areas of skill development and community support\*

TEST

13. Enter your work-experience and referee details and click next

Application progress - Disability Support Worker (TEST)				
1. Accepting our Process ✓	2. Personal/Contact Details ✓	3. Additional Information ✓	4. Criteria: Disability Supp ✓	5. Experience & Referees ✗
6. Studies & Qualifications ✗	7. Resume/CV & Cover Letter ✗	8. Applicant Declaration ✗	9. Preview & Send Application ✗	

NB: Clicking on headings above does NOT save the page. Press Next / Last to save.

### Experience & Referees

#### Work Experience\*

Employer 1  
Employer\*

Position\*

From Date

14. Enter your studies and/or qualifications and click 'next'

Application progress - Disability Support Worker (TEST)				
1. Accepting our Process ✓	2. Personal/Contact Details ✓	3. Additional Information ✓	4. Criteria: Disability Supp ✓	5. Experience & Referees ✓
6. Studies & Qualifications ✗	7. Resume/CV & Cover Letter ✗	8. Applicant Declaration ✗	9. Preview & Send Application ✗	

NB: Clicking on headings above does NOT save the page. Press Next / Last to save.

[<< Last](#)
[Application help](#)
[Save/Exit](#)
[Next >>](#)

### Studies & Qualifications

Please list any studies or qualifications you have completed or are working toward which would be relevant to this position. Note: include level (i.e. Cert 4, Diploma, Undergraduate Degree etc.) and institution (TAFE, University of Newcastle etc.) (250 words max)\*

[<< Last](#)
[Application help](#)
[Save/Exit](#)
[Next >>](#)

Legend		
✓ Page complete	✗ No sections completed	! Some mandatory sections incomplete

15. Attach your resume and cover letter and click 'next'. To attach a document, click on browse, go to the document location and select it.

Application progress - Disability Support Worker (TEST)				
1. Accepting our Process ✓	2. Personal/Contact Details ✓	3. Additional Information ✓	4. Criteria: Disability Supp ✓	5. Experience & Referees ✓
6. Studies & Qualifications ✓	7. Resume/CV & Cover Letter ✗	8. Applicant Declaration ✗	9. Preview & Send Application ✗	

**NB:** Clicking on headings above does NOT save the page. Press Next / Last to save.

<< Last
Application help
Save/Exit
Next >>

### Resume/CV & Cover Letter

Your covering letter should outline your motivation for applying and how your key skills, qualifications and experience meet the position criteria.

Please copy and paste your cover letter into the space provided below\*

TEST

#### Attach CV/Resume:\*

Attach New File

Accepted File Types:

16. Read the applicant declaration, and if you agree, select Yes, and then click 'next'

Application progress - Disability Support Worker (TEST)				
1. Accepting our Process ✓	2. Personal/Contact Details ✓	3. Additional Information ✓	4. Criteria: Disability Supp ✓	5. Experience & Referees ✓
6. Studies & Qualifications ✓	7. Resume/CV & Cover Letter ✓	8. Applicant Declaration ✗	9. Preview & Send Application ✗	

NB: Clicking on headings above does NOT save the page. Press Next / Last to save.

<< Last      Application help      Save/Exit      Next >>

### Applicant Declaration

I declare that to the best of my knowledge, the information I have provided in my application, including my resume and any attachments, is true and correct at the time of submission. I confirm that I am willing to participate in any interviews, tests, assessments and/or pre-employment medical examinations that Samaritans may reasonably require in order to determine my suitability for employment.\*

<< Last      Application help      Save/Exit      Next >>

Legend		
✓ Page complete	✗ No sections completed	! Some mandatory sections incomplete

17. Preview your application and click 'send application' once it is complete.

Application progress - Disability Support Worker (TEST)				
1. Accepting our Process ✓	2. Personal/Contact Details ✓	3. Additional Information ✓	4. Criteria: Disability Supp ✓	5. Experience & Referees ✓
6. Studies & Qualifications ✓	7. Resume/CV & Cover Letter ✓	8. Applicant Declaration ✓	9. Preview & Send Application ✗	

NB: Clicking on headings above does NOT save the page. Press Next / Last to save.

<< Last      Application help      Save to Your PC      Send Application

### Application Preview

After previewing the application, please press Save to Your PC before sending!

#### Accepting our Process

I understand that to be considered for positions with the Samaritans Foundation I may be required to participate in interviews, ability/personality testing and a Pre-Employment Medical. I also understand that relevant background checks will need to be completed by the Samaritans Foundation prior to an offer of

18. When you send your application, the following page will appear, and you will also receive an automated email notification that your application has been received.

**Your application has been sent successfully to Samaritans.**

Further confirmation that your application was received will be sent by Samaritans to:

- your e-mail address, and
- your Job Board Messenger

You should receive this further confirmation shortly.

Now that your application has been sent, it cannot be viewed online or changed. Please refer to the copy you saved to your PC for future reference. Also, your account has stored your personal, academic and education information to save you time with future applications.

For your records, a unique receipt number (shown below) has also been sent to your e-mail address & to your Job Board Messenger:

**Your unique receipt number is GRA-10-0-0575012**

**[Return to Samaritans Job Board](#)**

***Thank you for your participation in this process  
and best of luck with your application.***