



**Bedford™**

## CRITERIA FOR ENTRY

WORK AND TRAINING IS AVAILABLE AT BEDFORD FOR PEOPLE WHO:

1. ARE RECEIVING A DISABILITY SUPPORT PENSION FROM CENTRELINK OR HAVE BEEN ASSESSED BY A JOB CAPACITY ASSESSOR (PROCESS VIA CENTRELINK) AS BEING ELIGIBLE AND REFERRED TO WORK IN AN AUSTRALIAN DISABILITY ENTERPRISE (SUPPORTED EMPLOYMENT) FOR WORK AND TRAINING AT BEDFORD (AND THE AVAILABILITY OF RESOURCES AT BEDFORD IS SUFFICIENT TO MEET THE INDIVIDUAL'S NEEDS).
2. ARE 16 YEARS OF AGE OR OLDER.
3. ARE ABLE TO MANAGE THEIR PERSONAL NEEDS TO MEET WORK REQUIREMENTS
4. ARE UNLIKELY TO PUT THEMSELVES OR OTHERS AT RISK.
5. ARE WILLING TO MEET BEDFORD'S WORK AND TRAINING RULES INCLUDING:
  - ATTENDANCE AT MEETINGS, COURSES, TRAINING
  - TO FOLLOW SAFETY RULES AND LAWS
  - TO LEARN WORK AND WORK RELATED SKILLS
6. ARE KEEN TO DO A TRIAL PERIOD SO BEDFORD CAN LOOK AT THEIR TRAINING NEEDS AND THE PERSON CAN CHOOSE/DECIDE IF THEY WISH TO WORK AT BEDFORD.
7. ARE PREPARED TO HAVE A PRE-PLACEMENT HEALTH ASSESSMENT.
8. SATISFACTORILY PASS A CONFIDENTIAL NATIONAL POLICE CERTIFICATE (POLICE CHECK) PRIOR TO STARTING. THESE ARE DONE TO MAKE SURE THE PERSON HASN'T BROKEN THE LAW IN A SERIOUS WAY, WHICH COULD PUT BEDFORD OR ITS PEOPLE AT RISK. WE WILL BE UNABLE TO OFFER YOU EMPLOYMENT WITHOUT A SUCCESSFUL POLICE CHECK.
  - IF YOU DO NOT HAVE A POLICE CHECK WE HELP YOU GET ONE.
  - YOU WILL NEED TO BRING IN YOUR PENSION CARD OR BIRTH CERTIFICATE (OR EXTRACT) OR PASSPORT OR CITIZEN CERTIFICATE TO THE INTERVIEW.
  - IF YOU DO NOT HAVE A BIRTH CERTIFICATE YOU CAN GET ONE FROM BIRTHS, DEATHS AND MARRIAGES [WWW.OCBA.SA.GOV.AU](http://www.ocba.sa.gov.au) OR CHESSEY HOUSE, 91-97 GRENFELL STREET, ADELAIDE, SA, 5000, TELEPHONE 8204 9599. THE APPROXIMATE COST OF GETTING YOUR BIRTH CERTIFICATE IS AROUND \$45.00 (INCLUDING DELIVERY).
  - YOU WILL NEED TO HAVE A TAX FILE NUMBER SO BEDFORD CAN PAY YOU SUPERANNUATION. IF YOU DO NOT HAVE ONE YOU CAN CONTACT THE AUSTRALIAN TAXATION OFFICE ON 13 28 61 OR VISIT THEIR WEBSITE [WWW.ATO.GOV.AU](http://www.ato.gov.au).