

Introduction

Daracon Group has developed a sound reputation within the industry since 1983 and our services are second to none. The Company's ability to provide a professional integrated service depends on employees who strive to create a competitive, client focused, ethical and safe workplace.

Based in Wallsend with operations in Sydney, Mt Thorley and NSW Northwest, Daracon Group provides services such as civil and concrete works, plant & equipment hire, transport, coal hauling and landscaping, just to name a few.

The following pages outline the various stages required to gain employment at Daracon Group.

Stages

Stage 1	Application	Stage 5	Health Assessment
Stage 2	Application Assessment / Shortlist	Stage 6	Second Interview
Stage 3	Initial Interview	Stage 7	Offer of Employment
Stage 4	Reference Check	Stage 8	Induction to Daracon

Applicants must pass all selection processes in order to be offered a position within Daracon Group.

Stage 1 – Application

To enable assessment of your suitability against the selection criteria, it is important that you provide sufficient detail in your application. The applicants who best demonstrate their capacity to meet the criteria will be most likely to be considered for an interview.

What should you include in your application?

- Daracon Group Application Form – [Click Here](#)
- Copies of Licences, Tickets, Training & Qualifications that is relevant to the position you are applying for
- Transferable skills or abilities you have developed outside of the workplace
- Names and contacts of your referees

Stage 2 – Application Assessment / Shortlisting

Once your application is received it will be forwarded to the appropriate department for short listing. Daracon Group is an equal opportunity employer and successful applicants are based on merit and the ability to meet the job criteria.

Stage 3 – Initial Interview

If your written application meets the selection criteria, you will be contacted by Daracon's Human Resources Department and invited to attend an interview with the Manager responsible for the type of work you have applied for. Following the initial interview, you may be invited back for a second interview.

Stage 4 – Reference Check

Your nominated referees will be contacted to obtain information regarding your work performance and work ethic.

Stage 5 – Health Assessment

Applicants who have successfully completed all previous stages will be invited to attend a Health Assessment undertaken by a Company nominated health practitioner. The health assessment is only part of the selection criteria and allows Daracon Group to make an informed decision about the suitability of an applicant for employment. All medical information is strictly confidential.

Stage 6 – Second Interview (If applicable)

If required, you will be invited back to attend a second interview.

Stage 7 – Offer of Employment

Once all selection criteria has been met and the process complete, the successful applicant will be notified, as soon as possible after the selection decision is confirmed. All other interviewed applicants will be notified of their unsuccessful applications.

Stage 8 – Induction to Daracon Group

On your first day of employment with Daracon Group you will receive a Company Induction, introducing you to your new employer. The morning will also involve obtaining personal information for our records. Following this, you will report to your supervisor / manager where you will be required to undergo a Site Specific Induction.

Further Information

For further information, please contact the Human Resources Department:

Human Resource Department

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F: (02) 4955 6081

E: careers@daracon.com.au

W: www.daracon.com.au

PROCEDURE FLOWCHART

