

Cover Letter

Date: 17.01.2014

To whom it may concern,

I, Shana Iffland have worked in aged care as an experienced AIN for past 10 years and am interested in any positions you may have available.

I am a good team player as well as being capable of working effectively unsupervised. I have experience in Low care, High care and Dementia specific units.

I am a competent worker and am always willing to gain more knowledge and skills in my desired career. I have a good knowledge of OH&S procedures and am diligent in my Duty of Care.

Should you require further information please do not hesitate to contact me on 0466 491 163.

I hope to hear correspondence if any positions may become available in your facility.

Yours sincerely

Shana Iffland.

RESUME

NAME: Shana Maree Iffland

D.O.B.: 17 May 1980

ADDRESS: Unit 8, 4 Westmoreland Road, Minto NSW 2566

PHONE: 0466 491 163

QUALIFICATIONS

- Year 10 Certificate - Attained in 1996
- Certificate 3 in Aged Care - Attained in 2003
- Senior First Aid Certificate - updated 2013

EMPLOYMENT HISTORY

- The Whiddon Group Wingham, NSW: 2010 - 2012
Casual AIN/ CSE, high and low care.
- Alma Place Aged Care Facility Taree, NSW: 2007 - 2010
PPT AIN, low care, high care and dementia specific.
- The Whiddon Group Wingham, NSW: 2004 - 2007
PPT AIN/CSE, low care.
- Bushland Place Retirement village Taree, NSW: 2002 - 2003
Casual AIN/CSE, low and high care.

REFEREES

- Diane Sharwood - N.U.M. The Whiddon Group Wingham
Phone: (02) 6553 4855.
- Margaret Dillon - R.N. Alma place
Phone: (02) 6539 3700.
- Kaye Field - N.U.M. Bushland Place Hostel
Phone: (02) 6552 5813.

National Police Check Certificate

A Search of the National Criminal History Database
has been conducted on

SHANA MAREE IFFLAND born on 17/05/1980
8 / 4 WESTMORELAND ROAD, MINTO, NSW 2566, AUSTRALIA

As at **01/04/2014**,

there are **No Disclosable Court Outcomes** recorded against this name or any
previous name provided, in the records of any Australian State or Territory.

Check reference number: 50004526 Check Type: Dealing with or access to vulnerable people - Yes

Authorised by

John Morris
Fit2work Product Manager

Identity
verified by



AUSTRALIA
POST

CHECK AUTHENTICITY:

The authenticity of this certificate can be verified any time on our website www.instantchecks.com.au. Please click on Verify Result and enter the details from this form. If the form is authentic, it will be reproduced on the screen. Please email us at instantchecks@fit2work.com.au if you need further assistance.

LIMITATIONS ON ACCURACY AND USE OF THIS INFORMATION

1. The accuracy and quality of this National Police History Check (NPHC) depends on accurate identification of the Applicant (including aliases) according to the information provided in the Application Form and the comprehensiveness of police records. 2. While every care has been taken by CrimTrac to conduct a search of Police History Information held by Australian Police Agencies that relate to the Applicant, this report may not include all Police History Information relating to the Applicant. Reasons for this include correct name matching and the operation of laws that prevent disclosure of certain police history information. 3. A NPHC is a point in time check and should not be relied upon for an unreasonable amount of time. 4. This report has been provided on a name check basis only. For this reason it is important to provide the Applicant with a reasonable opportunity to respond to or validate the information in this report before making any decisions that may adversely affect the Applicant. 5. To the extent permitted by law, all information provided in this report is made available for use on the following conditions: (a) CrimTrac makes no representation or warranty of any kind without limitation in respect to accuracy; (b) The information in this report should form only one part of any process for determining a person's suitability for any entitlement, profession, undertaking, appointment or employment. (c) To the extent permitted by law, neither CrimTrac nor Australian Police Agencies accept responsibility or liability for any error or omission in the information.

THE NATIONAL POLICE HISTORY CHECK PROCESS

The information in this report has been obtained according to the following process:

- CrimTrac searching a central index for potential matches with the name(s) of the Applicant;
- CrimTrac and the relevant Australian Police Agencies comparing name matches with Police History Information held in Australian police records;
- The relevant Australian Police Agencies identifying any Police History Information held in their police records and releasing the information subject to relevant spent convictions, non-disclosure legislation or information release policies;
- CrimTrac providing a result of the NPHC to the Accredited Agency indicating that a record of Police History Information relating to the Applicant is held or not; and
- CrimTrac providing that Police History Information to the Accredited Agency.



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Taree Adult Education

'Learning is a Lifetime Experience'
NTIS: 90389

This is to certify that

Shana Iffland

has fulfilled the requirements for

Certificate III
in
Community Services
(Aged Care Work)
(NTIS – CHC30199)

5 December 2003



Kathy Wright Dip Mus Ed, B. Mus Ed.
Grad Dip Ed Studies (Spec. Ed), Cert IV in Assessment & Workplace Training
Executive Officer

The qualification herein is recognised within the Australian Qualifications Framework



NSW Vocational
Education & Training
Accreditation Board

Certificate Number 03-128



NATIONALLY RECOGNISED
TRAINING

This Statement of Attainment is recognised within the Australian Qualification Framework

H&A TRAINING



Statement of Attainment

Shana Iffland

has attained
from the HLT42507 Certificate IV in Allied Health Assistance

HLTFA301C

Apply First Aid

Modules include

HLTCPR201B

HLTFA201A

Perform CPR

Provide Basic Emergency Life Support

16/03/2012

Certificate valid to:

16/03/2015

Certificate No:

35816



NATIONALLY RECOGNISED
TRAINING

Aue M Sparkes

Training Co-ordinator

Phone: (02) 4955 8084

ABN 44 450 871 052

RTO Provider No. 90871

Trained by

Manning Valley First Aid

Resuscitation - AUSTSWIM recognised

WorkCover NSW recognised

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification. Issued under authority of the NSW Vocational Education and Training Act 2005