

NORTHEAST HEALTH WANGARATTA



HOW TO APPLY FOR A POSITION

Guidelines for Appointment

Thank you for considering a position with Northeast Health Wangaratta.

The purpose of this information is to provide you with practical assistance in preparing your application should you wish to apply for this position.

About the Recruitment and Selection Process

As an applicant it is essential that you address the requirements of the position for which you are applying. It is your responsibility to demonstrate how you satisfy the requirements. The use of a range of selection techniques (eg. curriculum vitae, interview, reference checks) will provide you with the opportunity to demonstrate your ability to meet the criteria for the position.

How to complete your Application

- Complete the Application for Employment Form.
- Submit a covering letter expressing the position you wish to apply for.
- Attach a curriculum vitae.
- Attach copies of:
 - All relevant qualifications and registration documentation. Do not attach originals, these will be viewed at interview, where applicable.)
 - Proof of citizenship – birth certificate, citizenship certificate, visa.
 - Address Key Selection Criteria
 - Copy of other courses attended.
 - Driver's licence
 - Certificates of service (if applicable).

The Role of the Selection Committee

A Selection Committee will be convened to ensure a fair and impartial process.

Collectively, the committee will have an understanding of the vacancy and its role and will be responsible for the final selection decision.

How your suitability will be assessed

A number of selection techniques may be used to gather information in regard to your suitability.

These sources include:

- Your application
- Interview
- Referee reports (your consent will be obtained to do this)
- National Police Records Check

Interview

- If shortlisted for an interview you will be contacted by phone to arrange a suitable time.
- The interview will be constructed so that each applicant will be asked a series of questions based on selection criteria and other relevant experience.
- The successful applicant will be contacted by phone, in the first instance.
- Applicants not selected for interview will receive written notification.

Your Application

All recruitment documentation, including your application is retained in a secure and confidential file for up to six months.

Late applications will only be considered under exceptional circumstances.

Grievance

If at any stage during the recruitment and selection process you believe you have been unfairly treated, please contact the Recruitment Officer to lodge a complaint.

Finalisation

On completion of the recruitment process you will be notified in writing of the outcome of your application.

If unsuccessful, feedback is available to applicants on request.