

# HOW TO APPLY FOR A POSITION

## Guidelines for Appointment

Thank you for your interest in applying for a position with Benalla Health. The purpose of this form is to provide you with practical assistance in preparing your application. The principles of Equal Employment Opportunity will form the basis of all phases of the recruitment and selection process. This means that the best applicant will be selected following an objective and thorough assessment of applicant suitability in relation to the position description.

## Our Values



“Our Values”, is a particularly important document, which you should read carefully. The section “Putting Our Values into Action” explains the significance of the document, should you decide to proceed with an application for the position. It is our expectation that you will only apply for the position if you are totally comfortable with the Values that we will expect you to demonstrate and actively promote throughout the Organisation.

## 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 (e.g. resume, interview, reference checks) will provide you with the opportunity to demonstrate your merit for the position. Consistent with this organisation’s firm commitment to ensuring that selection decisions are merit-based, the principles of Equal Employment Opportunity will be observed in the selection process.

## How to Complete your Application

1. Complete the Application for Employment Form;
  2. Submit a letter expressing which position you wish to apply for making sure you address the Key Selection Criteria (Refer to the relevant Position Description);
  3. Attach a current Resume including the details of at least 3 professional referees;
  4. Attach copies of:
    - All relevant and appropriate qualifications and registration documentation.  
**(Do not attach originals, these will be viewed at interview, where applicable);**
    - Proof of Citizenship – Birth Certificate, Citizenship Certificate, Visa if appropriate;
    - Driver’s License – if relevant to the position, to be viewed at interview; and
- \* Police Checks will be completed, at pre-employment, by the HR Department through a software product called “Fit2Work”. New incumbents will be expected to present a valid Working with Children Check.

## The Role of the Selection Committee

A Committee will undertake the selection process. The Selection Committee will be convened with care to ensure that it has the necessary expertise to make a sound decision in a fair and impartial way. 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 separate selection techniques may be used to gather information in regard to your suitability so that a proper and thorough assessment is assured. These sources include:

**Your Application**

**Interview**

**Referee reports**

### Interview

1. If successful for an interview you will be contacted by phone and a letter confirming the arrangements will be sent to you.
2. The interview will be constructed so that each applicant will be asked a series of questions based upon the position description. This will allow applicants to present their case in the best manner possible.
3. All applicants interviewed will be contacted by telephone to indicate the outcome, and a letter confirming the outcome will be forwarded.
4. 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 a period of 4 weeks. If you wish to retrieve your application, please contact Human Resources on (03) 5761 4368.

### Grievance

At any stage of the recruitment and selection process (up until 4 weeks post notification of the Selection Committee's decision), if you have a grievance or believe you have been unfairly treated, please contact the Human Resources Manager to lodge your complaint.

**POST SELECTION FEEDBACK** - is available to applicants upon request.

**LATE APPLICATIONS** - will not be considered.

**NOTIFICATION** - You will be notified in writing of the outcome of your application.

### General Information

1. **Visa Status** - It is essential that we check prospective employees' entitlement to work in Australia during the recruitment process, in accordance with the Department of Immigration and Multicultural Affairs guidelines. As there are a number of different valid working visas, individual cases should be referred to Human Resources for clarification. The visa status of an individual may impact on the conditions of employment to be offered.
2. **Referees** – Before an offer of employment is made, whether an internal applicant or a new employee to the organisation, at least 2 reference checks will be made. The referees must be

recent and ideally include their current employer. If in doubt as to the nature of the referees, the applicant may be asked for clarification and additional referees if necessary.

3. **Physical/Medical** – Benalla Health are committed to providing a safe working environment for all employees. It is our objective to ensure that employees are not required to work in duties that they are not able to perform safely.
4. **Reasonable Adjustments** – Benalla Health is committed to providing reasonable adjustments to employees with disabilities to ensure they can work to their full potential and have appropriate access to opportunities for development. In addition if you require assistance or adjustments to fully participate in the application or interview process, please contact the Human Resources Department on 5761 4368.
5. **Recruitment Procedure** – All appointments at Benalla Health are based on merit, with the most suitable applicant offered the position. Recruitment decisions are based on the abilities, qualifications, experience, performance and capabilities of an applicant and their ability to meet the specific key Selection Criteria applicable to each position.
6. **Confidentiality** – The information on this form will be treated as strictly confidential and will only be used in connection with prospective employment with Benalla Health. The Organisation reserves the right to check details.
7. **Police Check** – A satisfactory Police Check is required for all offers of employment. All employees are required to obtain a satisfactory Police Check every 3 years. It is to be noted that it is the employee's responsibility, if convicted of a precluding offence, to provide the organisation with due notice.
8. **Working with Children Check** – New incumbents will be expected to present a valid Working with Children Check.
9. **Credentialing Health Practitioner** – All Health Practitioners must provide documentation of current registration details and information if applicable on any conditions or restrictions imposed on the registration, and any matters referred to VCAT or equivalent State Tribunal in relation to practitioners, whether they are in progress or completed in relation to the practitioner.
10. **Privacy** - The information you provide will be maintained under the Information Privacy Act and the Health Records Act. In regards to your application, potential employment contract and personal information provided to the Organisation, the Organisation will ensure that your records are secure and information will not be released without your consent.
11. **Verification of qualifications & Credentials** - All relevant information regarding qualifications, experience, registration status and previous work experience will be independently verified prior to an offer being made. If you are short-listed for interview, you will be required to provide copies of your qualifications at interview.

<b>Surname:</b> _____	<b>Given Names:</b> _____
<b>Address:</b> _____ _____	<b>Home Phone:</b> _____ <b>Work Phone:</b> _____
<b>Date of Birth:</b> _____	<b>Place of Birth:</b> _____ <b>Country of Birth:</b> _____
<b>Email:</b> _____	<b>Mobile:</b> _____
<b>Title of Position Applying for:</b> _____	

1. Are you an Australian Citizen? Yes  No

Do you have permanent resident status in Australia? Yes  No

If not, what is your Visa expiry date: \_\_\_\_\_ Visa type: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**PLEASE ATTACH A CERTIFIED PHOTOCOPY OF YOUR CITIZENSHIP CERTIFICATE OR PROOF OF YOUR VISA STATUS.**

2. Please indicate if you are an Aboriginal Australian and / or a Torres Strait Islander: Yes  No

**Employment: (Last four permanent positions held, most recent first)**

DATES (From/To):	PLACE OF EMPLOYMENT:	POSTION HELD:	REASON/S FOR LEAVING:

**PLEASE ANSWER THE QUESTIONS WHICH FOLLOW:**

Have you previously been employed by Benalla Health? Yes  No

If YES please provide the following information:

**DATES (From/To):**

**POSITION AND DEPARTMENT:**

_____	_____
_____	_____
_____	_____

**Fitness Declaration:**

**It is a requirement of the Accident Compensation Act Section 82 (7) that employees declare any pre-existing injury or disease of which they are aware and reasonably foresee could be affected by the nature of their work.**

**Failure to declare, make a false or a misleading disclosure may result in refusal of compensation for any recurrence, aggravation, exacerbation or deterioration of the injury or illness Section 82 (8).**

Do you suffer from or have you suffered from any injury or illness, which may be affected by the work you will do? Yes  No

If **YES** please give details of the injury, illness or condition below:

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**Statement:**

I certify that to the best of my knowledge the information I have disclosed in this document is correct and that I have not knowingly provided any false or misleading information. I acknowledge that if false or misleading information is found to have been supplied with my knowledge, it will result in this application being invalidated and my employment in this position may be terminated.

I agree to this organisation conducting reference checks, including those to ascertain if I have any record of legal offences (Police Check).

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_ DATE: \_\_\_\_\_