

# How to Apply for a Position at Corryong Health



## Guidelines for Appointment

Thank you for considering a position with Corryong Health.

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 (e.g. 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 including name and contact details of at least two (2) current referees
- Attach a separate document outlining how you meet the key selection criteria
- Attach copies of:
  - All relevant qualification and registration documentation. (Do not attach originals, these will be viewed at interview, where applicable)
  - Copy of other courses attended
  - Drivers Licence
  - Certificates of service (if applicable)
  - Current National Police Certificate (Police Check)
  - Working with Children Check (WWCC)- where relevant to position

## The role of the Selection Panel

A Selection Panel will be convened to ensure a fair and impartial process. Collectively, the Panel 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
- National Police Record Check
- Other relevant sources depending on the position applied for.

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## **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.

## **Interview**

- If short listed 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

## **Referees**

Before an official offer of employment is made, whether an internal or new employee, at least two reference checks must be made. The referees given by the individual must be recent, professional and ideally include their current or recent employer. If in doubt as to the nature of the referees, the applicant may be asked for clarification and additional referees if necessary.

## **Grievance**

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

## **Finalisation**

On completion of the recruitment process you will be notified in writing (letter or email) of the outcome of your application.

If unsuccessful, feedback is available to applicants on request.