



Department of Health

Delivering a **Healthy WA**



Applicant Information Package





About WA Health

WA Health is Western Australia's public health system. Our purpose is to ensure healthier, longer and better lives for all Western Australians by:

- providing the health care services that people need
- delivering a safe, high quality, accountable and sustainable health system

Our services include:

- public hospitals and community health services
- health protection through public health services and disaster preparedness management
- drug and alcohol information, prevention and treatment services
- dental health services including school dental health and public community dental services
- Aboriginal health services

We employ more than 40,000 staff and provide health services across the state of Western Australia to over 2.1 million people in metropolitan, rural and remote areas.

Equal employment opportunity employer:

WA Health is an equal employment opportunity employer and encourages Indigenous Australians, young people, people with disabilities, people from culturally diverse backgrounds and women to apply for advertised positions.

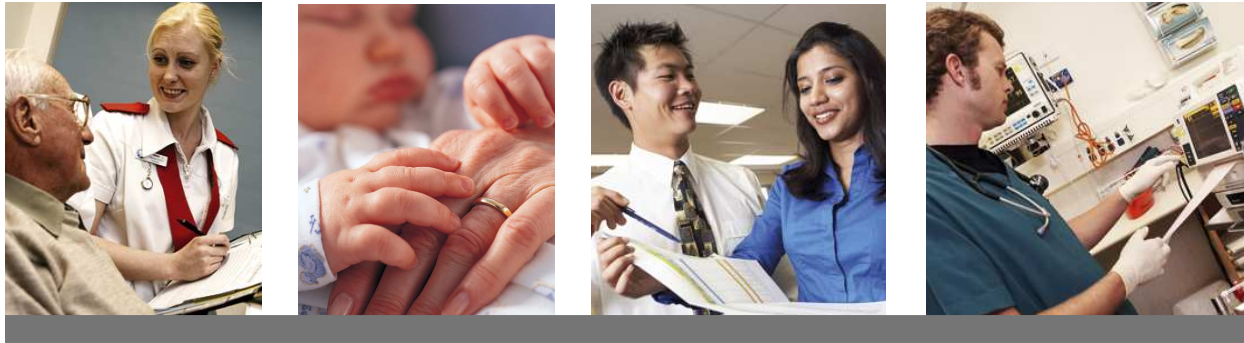
Employer of choice:

WA Health strives to be an employer of choice. To make us a great place to work we:

- promote family friendly work practices
- provide flexible salary and employment conditions
- offer attractive salary packaging arrangements.

Smoke free:

To ensure a safe environment for patients, staff and visitors our smoke-free policy includes all environments across WA Health such as all buildings, grounds and vehicles.



The recruitment process

We aim to be fair and equitable in our recruitment decisions and match applicant's skills, knowledge and abilities with the work related requirements of the job and the needs of the department, work group, customer and community.

Decisions will be made in accordance with legislative requirement, including Equal Employment Opportunity and the Public Sector Employment Standard. All decisions are open to review.

The minimum standard of merit, equity and probity is met if:

- A proper assessment matches a candidate's skills, knowledge and abilities with the work related requirements of the job and the outcomes sought by the public sector body, which may include diversity.
- The process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage.
- Decisions are transparent and capable of review.

How to apply for the job

Applying for an advertised vacancy can take a lot of time. We want to make the application process as easy as possible for you!

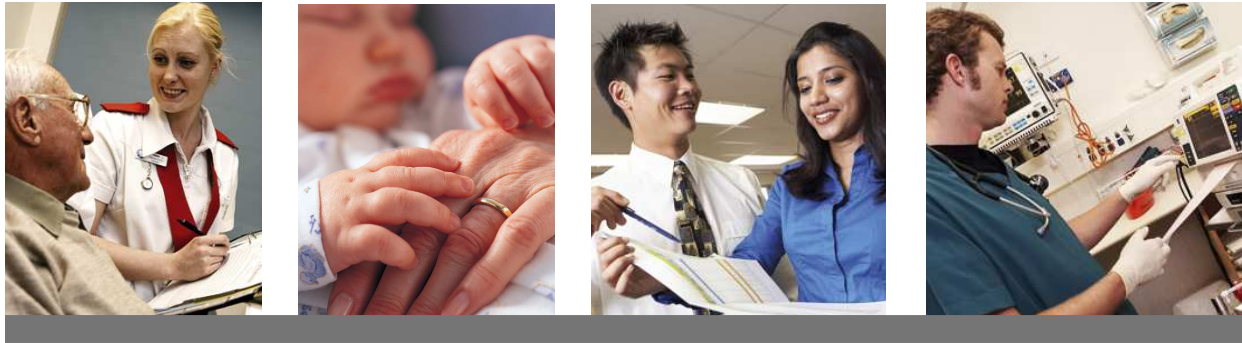
STEP ONE: Before preparing your application read all information provided. Consider the work related requirements (selection criteria) and the Job Description Form. Talk to the contact person named in the advertisement to better understand the role and requirements. Finally, ask yourself 'Is this job for me'?

STEP TWO: You must provide sufficient information for the employer to assess your suitability against the work related requirement of the position.

Your resume or curriculum vitae (CV) is very important and used by the selection panel to assess your suitability. It should convey a concise picture of your work history, qualifications, and education.

A well written resume or CV should include details relating to the work related requirements. You may wish to use bullet points to briefly describe your *work situation, key responsibilities, tasks, results and achievements*.

You should also provide the name and contact details for at least 2 referees, ideally one of whom is a current or recent supervisor.



Select referees who know about your skills and abilities as the panel will ask your referees how well they think you meet the requirements of the position. You should always advise your referees before nominating them in your application and advise them of the position and skills required.

It is up to you to provide information that clearly informs the panel of your competitive suitability for the position.

STEP THREE: If the vacancy calls for qualifications as part of the work related requirement and you are unsure of your suitability please talk to the position's contact person.

Specific pre-employment requirements are verified prior to an offer of employment being confirmed.

STEP FOUR: It is important to determine from the advertisement if you are required to address the selection criteria in a separate statement or if you are only required to provide a cover letter and resume or CV.

If you are required to provide a separate statement addressing the work related criteria (selection criteria), your statement should demonstrate (preferably with examples) your competitive ability to meet the work related requirements.

If you are not required to provide a separate statement addressing the work related criteria (selection criteria), you can

still opt to provide a separate statement along with your cover letter and resume or CV.

Failure to competitively satisfy the work related requirements will exclude you from further consideration.

STEP FIVE: Complete your application online and attach all supporting documentation which may include a resume or CV, statement addressing the work related requirements and copies of relevant qualifications and certificates.

Applications for multiple positions must be submitted separately, unless stated otherwise in the advertisement.

Where to find useful information to help with your application

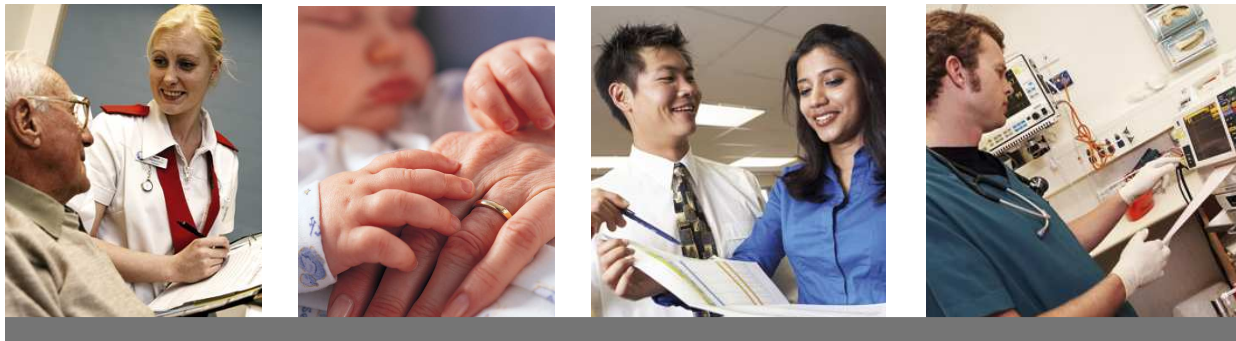
Department of Health
www.health.wa.gov.au

Disability Services Commission
www.dsc.wa.gov.au

Occupational Safety and Health
www.safetyline.wa.gov.au

Office of Equal Employment Opportunity
www.oeeo.wa.gov.au

Public Sector Commission
www.opssc.wa.gov.au



Hints and Tips

When compiling your application, consider the following:

- Unless your handwriting is very legible, type your application. If hand-written, black ink facilitates photocopying.
- Do not present a rambling application as the importance of your arguments may be lost. Do not undersell yourself.
- Before adding any special attachments consider carefully if they really add value in terms of demonstrating your ability to meet the criteria.
- Have an independent person critically examine your application before submission. It is easy to take your own experience for granted.
- Keep a copy of your application. It will be useful to refer to during interview should you be shortlisted.

Application Checklist

- Application form is complete and attached (if applicable). This is not required for online applications.
- Current résumé or CV is attached.
- Statement addressing the selection criteria is attached (if applicable).
- Copies of relevant qualification/s are attached (if applicable).

Lodging your application

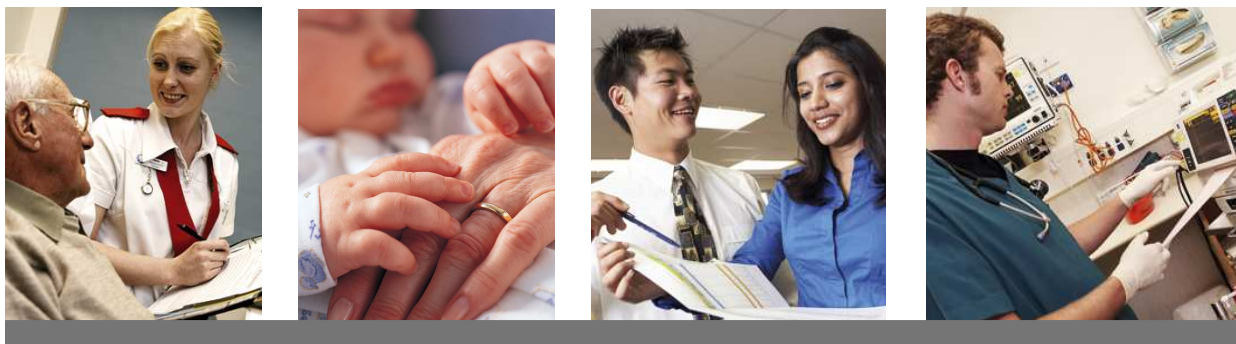
Under **no** circumstances can proforma, emailed or late applications be accepted. It is strongly recommended that you allow ample time to prepare and submit your application.

We encourage you to apply **online** at www.jobs.wa.gov.au

Click on the title of the position that you wish to apply for and follow the prompts.

To enable the successful submission of your online application, ensure:

- Documents are in **MS Word (.doc files only), MS Excel, MS PowerPoint, Adobe PDF or Rich Text Format (RTF)**. Word documents may need to be manually changed to .doc format. If unsure please contact HSS on 1300 367 894.
- The combined total of your attachments **does not exceed 3MB**.
- You have not used any special characters such as apostrophes ('), quotation marks ("), hyphens (-), brackets ((or)), colons (:), or semi-colons (;) in any of the fields on the online application screens or in the names of your attachments.
- If you have attempted to apply online and experienced technical difficulties please contact HSS on 1300 367 894 (and select Option 2).



- Officers are available until 4.45pm, Monday to Friday (excluding all public holidays).
- The Terms and Conditions and Privacy Policy for our online application system are available for viewing at <http://www.healthcorporatenetwork.health.wa.gov.au/employment/apply.cfm>

If directed not to or unable to apply online, please use one of the options below. For *some* medical vacancies you may be directed to obtain an application package in the advertisement. If so the options below do not apply.

FAX: (+61) (08) 6444 5498

For your own records please keep a copy of the successful transmission of your application.

MAIL: Please address your application to
 'Advertised Vacancy'
 Health Support Services
 PO Box 8545
 Perth Business Centre WA 6849

BY HAND: Applications may be submitted to the Reception desk at Support Services which is located at Level 3, 81 St Georges Terrace, Perth WA 6000.

Reception is open from Monday to Friday (excluding public holidays) between 8.30am to 4.30pm.

Applications must be received prior to the closing date and time specified in the vacancy advertisement.

Please **do not** hand deliver, mail or fax your application to the site where the job is located (unless the advertised vacancy is located at Health Support Services)

My application has been submitted, what happens next?

- Applications are assessed against the selection criteria for the vacancy and a shortlist of applicants is prepared.
- If you have been shortlisted you will be contacted by the selection panel.
- If you are not shortlisted/recommended for appointment you will be notified in writing, either by mail or email **at the conclusion** of the selection process.
- You may need to check your email spam/junk folder for correspondence regarding results and/or delays to a process.
- You are encouraged to seek feedback from the nominated panel member provided in your *Applicant Advice Notice*.
- Some recruitment processes will allow unsuccessful applicants the right to lodge a *Breach of Standard* claim against the process. Details will be outlined in your *Applicant Advice Notice*.



- All WA Health vacancies, unless otherwise advised in the advertisement, are subject to a 4 day breach period. Once you have received your *Applicant Advice Notice* please request feedback quickly.
- To withdraw your application, please advise Health Support Services in writing stating the Vacancy Reference Number and Position Number. Include your full name, address, contact telephone number and email address. We will confirm in writing the receipt of your advice to withdraw your application.

Working With Children (WWC) check requirements are stated within the advertisement. Any person working in a child-related position, where the term exceeds 5 days, must apply for a WWC check in addition to the Criminal Record Screening.

Good luck with your application!

Criminal Record Screening

WA Health policy requires all employees to undergo criminal record screening. The screening is conducted by the Department of Health with the cost borne by the employee.

Recommended applicants will be asked to provide a recent National Police Clearance or submit to undergoing a WA Health Criminal Records Screening (with the exception of current WA Health employees who possess a current/valid criminal records screening clearance).

Specific pre-employment requirements will be verified prior to an offer of employment being confirmed.