



HOW TO APPLY – PLEASE READ THIS BEFORE APPLYING

The Job

To see if the job is suitable for you, first read the attached Job Description Form that details what the responsibilities, duties and requirements of the job are. You should direct your enquiries to the contact person named in the advertisement if you require further information or clarification about the position. Please do not contact them for the application kit.

Your Application

Applications usually include the following information:

- an updated resume, including your contact details and your email address;
- a statement addressing the selection criteria; and
- details of two current and recent referees who are able to provide advice on your past skills and performance applicable to the selection criteria.

Your Resume

A recent resume outlining your qualifications, work history and education, is valuable information for the members of a selection panel when shortlisting applicants for interview and choosing a successful candidate for a position. Your resume should be formatted to assist a selection panel in quickly identifying your work situation, tasks performed, action taken, results and achievements.

Your resume should summarise the following details:

- Description of your work experience outlining the tasks undertaken and your key achievements. This should demonstrate your ability to meet the minimum job responsibilities and core selection criteria for the position.
- Education and / or professional training. This should include membership of any professional bodies, training achievements and training courses you are doing now.
- Published work and other relevant information.
- Activities, additional skills or accomplishments achieved outside of work (including community and leisure interests) which may be relevant to the job.
- Referees, one of whom should ideally be a current supervisor or recent supervisor. Select referees who know about your relevant skills and abilities. You should always let your referees know about the position and skills required before nominating them in your application.

Selection Criteria

A selection panel cannot recommend you for a vacancy if you do not meet all of the essential selection criteria. The essential selection criteria are the minimum skills, qualifications and experience that the employer believes an applicant should have to be able to perform the duties of an advertised vacancy. The desirable selection criteria are the skills, qualifications and experience that would greatly assist an applicant in performing the duties of the advertised vacancy, as well as assist an applicant in being more competitive for a position.

If this is the first time you have applied for a position in the Public Sector, the following points may be of assistance:

- Read the Job Description Form and take particular note of any specific qualifications, skills and knowledge.
- Your application should easily identify how you meet each of the selection criteria and demonstrate why you stand out from other applicants. Therefore it is important that you provide sufficient information that will allow the panel to easily assess your suitability. This statement may be an additional document and is not usually part of your resume.
- You may find it useful to use the STAR system to support your application, i.e.
SITUATION The situation you were in and the problem.
TASK The tasks that had to be achieved to overcome the problem.
ACTION The range of skills used to overcome the problem.
RESULTS The outcome of the action.

Application Lodgement

Please lodge your application by applying on-line at www.jobs.wa.gov.au

When you apply on-line, unless otherwise stated, please ensure you attach your resume and written statement demonstrating how you meet the criteria. Applications with attachments should not exceed 8 mega bytes. Please note that attachments must be in Word 6.0/97 format or in PDF format. The system will keep a copy of your application, but you may want to print a copy of it for your own reference.

Once you submit your application, the next screen will advise you instantly that your application was submitted successfully. If e-mail consent has been given an acknowledgment e-mail will be sent directly to your e-mail address.

If you are responding to an advertisement for multiple positions, you need to submit your applications for the positions separately, unless advised differently in the advertisement.

Closing Date And Time

The closing time is **4.00pm** on the day stated in the advertisement. It is your responsibility to make sure your application is received by the stated closing date and time. All applications must be complete upon submission. Proforma applications cannot be accepted, and no applications will be accepted after the closing date and time.

Any applications posted through the Australian postal service should allow time for delivery. Any applications delayed within the postal service, that do not arrive within the specified closing date and time, will not be accepted.

If you have attempted to apply on-line and experienced difficulties please contact us on 1300 553 680 as a log is kept of all attempts to apply on-line. This may mean your application could be received if this is verified by the log.

Withdrawal of Application

If at any stage you wish to withdraw your application, please advise us in writing, and include your full name, address, date of birth and the position number. We will confirm in writing the receipt of your advice to withdraw your application.

Helpful Hints For Online Applicants

- Remember to regularly “save” your work. If you are a registered user remember to save prior to logging off.
- An active email account is important if you want to receive correspondence relating to your application via email.
- Fields in red are mandatory.
- Please note date fields are formatted – yyyy-mm-dd. For example 2005-05-28.
- Should you wish to go back one or more pages in your application, do not use the Internet browser back button, instead click “Back” at the bottom of the page.
- Ensure that your application is completed prior to submission as you will not be able to edit it after it has been lodged.
- If you want to print a copy of your application use the internet browser print function and print each page of your application.
- If you have submitted your application on-line we do not require a hard copy.
- Please keep your acknowledgement advice as a record of your submission.
- To apply for a position on-line, your computer must have an internet connection and browser and be operating Win 98, Win2K, Win ME, RedHatOS or MacOS9+.

The Next Stage

- The selection panel shortlists applications against the selection criteria and invites competitive applicants to undergo a further selection process, which usually is an interview.
- Competitive applicants will undergo a further selection process, (e.g. Interviews, Tests, etc).
- The panel prepares a selection report and a recommendation is made.
- All applicants are notified of the panel’s decision after the recommendation is endorsed.
- It is anticipated that you will be notified about the outcome of the selection process within 8 to 10 weeks of the closing date. If there is an unanticipated delay, you will be advised in writing of this.
- Should you be the recommended applicant to a position your relevant qualifications and certificates will be verified prior to appointment. A Criminal Record Check may also need to occur at this point.

Please note that if not shortlisted, you will **not** usually be advised that your application was not shortlisted until after the recommendation is endorsed. All applicants will be notified in writing and advised of the results of the selection process. If you were not the recommended applicant, you will be provided with contact details of a panel member who can give you feedback about your application. (This feedback can be of assistance with future applications.)

Please note if your qualifications were obtained from an educational institution outside of Australia, an assessment of your qualifications from an “authorised skills recognition authority” will be required prior to commencement. It is recommended that if this requirement has not been completed that you commence action immediately as it may take up to 8 weeks to arrange. Any costs associated with this action are your responsibility.

The Selection Process

If you are contacted to undergo a further selection process, please advise the Chairperson of the panel if you have any concerns, questions or special needs. Please consider the following when preparing for your selection process:

- The panel will usually consist of 3 people. The panel will be looking for your ability to meet the requirements of the job.
- Think about your answers – even if it takes some moments to prepare your response and always ask questions of the panel if you are unsure of anything.
- In an interview the panel may make notes as you are talking, to help recall information when it comes to making a decision. Don't be put off by this or feel you need to keep talking. The panel will ask you for more information if they need to.

All interview questions will relate to the selection criteria for the advertised position. Every interviewee will be asked the same questions. To prepare yourself for the interview questions it is suggested that you:

- Re-read the Job Description Form.
- Focus on the selection criteria and think of examples of work situations where you applied the relevant skills and abilities.
- Don't assume that the panel knows about your suitability for the job, even if you have worked with them, or have previous experience in the position you have applied for.
- Answer questions fully without unnecessary details and where possible, relate your answer to direct experiences you have had.

Breach of Standard

If at any time you feel your application is not being dealt with fairly, you are encouraged to discuss your concerns with the Chairperson of the selection panel.

At the end of the selection process you will be advised that you have the right to lodge a Breach of Standard claim within 10 working days of receiving advice of the decision. Please note that a Breach of Standard claim cannot be lodged on the grounds that you consider yourself more competitive than the successful candidate.

This process helps us to be fair and equitable in our recruitment decisions and helps you to know if we are meeting the Public Sector Standards in Human Resources Management, information about this is available at <http://www.wa.gov.au/opssc/hrm/index.htm>.

Useful Links

You may find relevant information at the following web sites:

- Department of Health <http://www.health.wa.gov.au/home/>
- Disability Services Commission <http://www.dsc.wa.gov.au/>
- Occupational Safety and Health <http://www.safetyline.wa.gov.au/>
- Office of Equal Employment Opportunity <http://www.oeeo.wa.gov.au/>
- Public Sector Code of Ethics – Office of the Public Sector Standards Commissioner <http://www.wa.gov.au/opssc/ethics/codeofethics/index.htm>
- The Australian Council on Healthcare Standards <http://www.achs.org.au/default.htm>

Offline Applications

Please be advised all hardcopy applications will be scanned and converted into electronic documents. **The hardcopy will be destroyed twenty eight (28) days after it is scanned into our system.** Therefore original documents must not be included in your application, as we are unable to return any original documents to you.

Hard copy applications should be stapled in the top left hand corner with an Application Form being the top document. Please DO NOT submit applications in cardboard or plastic folders. If you have provided an email address and given us your email consent you will be notified via email of the successful submission of your application, otherwise you will receive a letter.

“DO NOT” HAND DELIVER, MAIL, FAX YOUR APPLICATION TO THE SITE WHERE THE JOB IS LOCATED, unless the advertised vacancy is located at Health Corporate Network.

Faxed Applications

Please send your application to: **(08) 6444 5498**
(+61 8) 6444 5498

For your own records you should keep a confirmation of the successful transmission of your application.

Mailed Applications

Please address your application to: **Health Corporate Network**
PO Box 8545
Perth Business Centre WA 6849

Hand Delivered Applications

Hand delivered applications must be submitted to the receptionist at Health Corporate Network. Please note that the reception desk will be attended from 8.30am to 4.30pm, Monday to Friday, excluding all public holidays and is located at:

Level 3, 81 St George's Terrace
Perth WA 6000

GOOD LUCK WITH YOUR APPLICATION!

Don't forget to ensure that you have done the following:

- Read the job related documents for this position.
- Attached your completed application demonstrating that you meet the criteria, as requested.
- Attached your current resume and additional information supporting your application, as requested.
- Notified your referees that they may be contacted in relation to this position.
- Made sure that your application will be received by the closing date and time.

Janelle Zandvliet
MANAGER EMPLOYMENT SERVICES
HEALTH CORPORATE NETWORK