



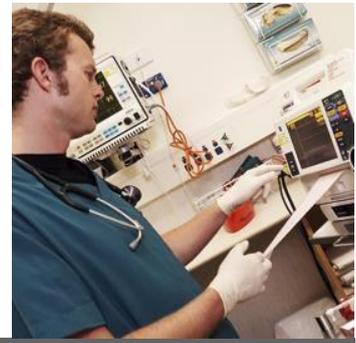
Department of Health

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:

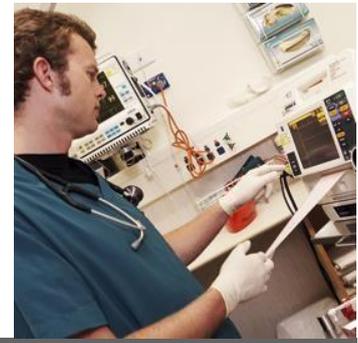
To ensure a safe environment for patients, staff and visitors our smoke-free policy includes all environments across WA

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 Standards in Human Resource Management – Recruitment Selection and



Appointment 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 2 referees, ideally one of whom is a current or recent supervisor.

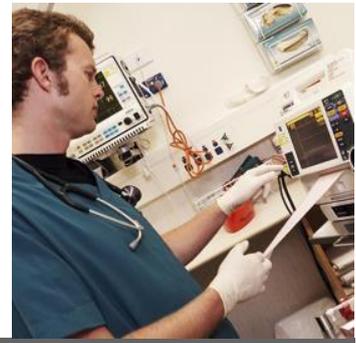
Select referees who know about your skills and abilities as the panel will ask your referees how well they think you meet the requirements of the position. You should always advise your referees before nominating them in your application and advise them of the position and skills required.

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.

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.

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

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

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 Code of Ethics
www.opssc.wa.gov.au

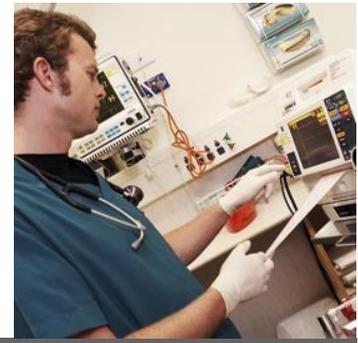
Hints and Tips

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.
- Current résumé or curriculum vitae are attached.
- Statement addressing the selection criteria is attached (if applicable).
- Copies of relevant qualification/s are attached (if applicable).



Application Instructions

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

Please submit your application to the email listed below:

EMAIL: aprilrusin@bigpond.com – if you have any difficulties please contact ADR Consulting on 0438 337 951 during office hours.

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

Closing date: Monday 1 October 2018 at 4pm (WST)

Please note late and pro forma applications cannot be accepted

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 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*.
- WA Health has a 4 day Breach Claim Lodgement Period. Once you have received your Applicant Advice Notice please request feedback quickly.
- To withdraw your application; please advise April Rusin in writing via email at aprilrusin@bigpond.com stating the Position Number and title. 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.

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.

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!**