



Application Process

Assessment

All applications are assessed by a selection panel. Assessment is competitive and merit-based. This means it is an independent assessment that takes into account the skills, knowledge and abilities relevant to the work related requirements and position outcomes. Answers to the required Essential and Desirable selection criteria are a requirement for assessment by the panel.

Health service selection panels operate in accordance with Public Sector Commission standards.

Notification to unsuccessful applicants

Unsuccessful applicants will be notified by email once their applications have been assessed. Your notification email will tell you who you can contact for feedback about your application or the selection process if you wish to do so.

Breach period

If are notified that your application has been unsuccessful, the Public Sector Management (Breaches of Public Sector Standards) Regulations 2005, allows you to lodge a breach claim if you consider the Employment Standard has been breached and you have been adversely affected by the breach. Your notification letter will state the deadline for lodging a claim. For more information on public sector standards and the process for lodging a breach claim please visit www.publicsector.wa.gov.au.

Offers

Position offers will commence at the conclusion of the breach period. All offers are made using the email address supplied in your MedJobsWA registration. It is important to make sure your email account filters does not remove emails from MedJobsWA and check spam or junk mail folders. The offer contains information about the hospital, employment contract duration, whether the position is full time or part time and the start date.

You will receive an email with instructions on how to check the status of your application online and how to accept or decline your offer. Use the same login process and details used when applying for the Registrar position:

1. Visit the MedJobsWA website (where you applied for a Registrar position).
2. Log in using your email address and password (if you have forgotten your password, click on "Forgotten password" and follow the instructions).
3. Click "My Profile" and then on the "My Application History"
4. Click on the position options select "Accept " or "Decline" from the drop down list

Note: if you are overseas and/or away from an internet connection you will need to ensure that you have arranged for someone to accept/reject your offer on your behalf.

Time limits to accept or decline

You have **FOUR** business days to accept/reject your offer. If you fail to respond within this time, your offer may be automatically forfeited.

Withdrawing your application

You can withdraw your application at any time during the process.

1. Visit MedJobsWA.
2. Sign in using your email address and password (if you have forgotten your password, click on “Forgotten password” and follow the instructions).
3. Click “My Profile” and then on the “My Application History”.
4. Click “Options” and select the application you want to withdraw from
5. To withdraw, click “Withdraw” from the drop down list.

We understand that some applicants may apply for more than one position. We ask that you let us know as soon as you have received another job offer and no longer seek the Registrar position in WA. This gives us time to consider other colleagues for vacancies and ensure that hospitals will run smoothly at the start of the year. When you withdraw, you will receive an email notification.

Do NOT withdraw your application unless you do not want a Registrar position.

Helpful Hints

- Scan and save your necessary attachments as soon as possible to allow time to ensure your files are within file size limitations.
- Start your application early to allow time to deal with any issues that may arise.
- Have a scan of your current passport or residency certificate and an electronic copy of other documents ready to upload.
- When entering your AHPRA number – don’t forget to enter the leading zeros.

IMPORTANT: To exit the application at any stage, save and logout. All information will be saved to this point.

This document can be made available in alternative formats on request for a person with a disability.

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