



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 and the selection process is complete. 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 you 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 <https://publicsector.wa.gov.au/>

Offers

Position offers will commence at the conclusion of the breach period. You can check the status of your application and view and respond to offers online. An offer contains information about the hospital, employment contract duration, whether the position is full time or part time and the start date.

All offers are made using the email address supplied in your MedJobsWA registration. It is important to make sure your email account filter does not remove emails from MedJobsWA. It is recommended that you check spam or junk mail folders for emails from MedJobsWA.

To accept or decline an offer, simply follow the instructions in the offer email. Follow the same login process and details used when applying for the position:

1. Visit the [MedJobsWA](#) website (where you applied for the 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 'Profile' and then on the 'Application History'.
4. In the Offers section, click on 'Respond'.
5. To accept the offer, click on 'Accept' and then click on 'Submit'.
To decline the offer or withdraw the application, click on 'Decline' or 'Withdraw and then click on 'Submit'.

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. The use of the MedJobsWA website and distribution of your sign in details should be made at your discretion in accordance with the website terms of use. Arrangement for a proxy to sign in and update your status on your behalf is at your discretion.

Time limits to accept or decline

Unless otherwise stated, 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 the [MedJobsWA](#) website (where you applied for the 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 'Profile' and then on the 'Application History'.
4. In the Application History section, find the application in the list.
5. Click on the drop down list in the Options column. 'View' is the default for this column.
6. To withdraw, click 'Withdraw' from the drop down list and then click 'Go'.

If you have received an offer, you can also withdraw by clicking the 'Withdraw' button below the offer.

When you withdraw, you will receive an email notification.

We understand that some applicants may apply for more than one position. We ask that you let the vacancy contact person know as soon as you have received another job offer and no longer seek the 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.

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

Helpful Hints

- Scan and save your necessary attachments in advance and allow time to ensure your files are within file size limitations. It is recommended that files not exceed 5MB.
- 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. The accepted formats of documents are .doc, docx, .pdf and .jpeg.
- 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 disability.

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