



Government of **Western Australia**
Department of **Health**

Registrar Application Guide Annual recruitment

For applications to registrar positions for
the next clinical year in Western Australia
through MedJobsWA

Contents

1.	Western Australian Registrar Recruitment Program	3
2.	Registrar definitions	3
3.	Important dates	4
3.1	2022 Annual intake registrar application dates	4
3.2	Registrar recruitment estimated timeline – Mid-year / Ad hoc intakes	5
4.	Term dates	5
4.1	2022 Registrar term dates	5
4.2	2023 Registrar term dates	6
5.	Eligibility to work as a registrar in WA	6
6.	Preparing your application	6
6.1	Selection criteria	7
6.2	Curriculum vitae	8
6.3	Cover letter	8
7.	The application process	9
7.1	Registering with MedJobsWA for first time users	9
7.2	Returning users	9
7.3	Applying for a registrar vacancy	9
7.4	Application questions	10
7.5	Submitting your application	14
7.6	Assessment and selection	14
7.7	Suitable applicants	14
7.8	Notification to unsuccessful applicants	14
7.9	Breach period	15
7.10	Offers	15
7.11	Withdrawing your application	16
8.	Review	17
9.	Authorisation	17

1. Western Australian Registrar Recruitment Program

The recruitment and employment of registrars to Western Australian (WA) Health is undertaken by individual WA Health Service Providers (HSPs) as autonomous employing entities. HSP Medical Workforce teams are responsible for the management of registrar recruitment campaigns. The WA Department of Health Medical Workforce Group provides a level of governance, co-ordination and support where positions are recruited via integrated or networked mechanisms.

Registrar positions are advertised at [JobsWA](#) and [MedJobsWA](#). WA Health services utilise the online portal [MedJobsWA](#) to advertise a range of medical practitioner positions throughout WA.

When applying via [MedJobsWA](#), you can:

- edit and save your application up to the submission/closing date
- maintain and update personal contact details
- indicate your preferred health services or hospitals (only for applications that ask applicants to preference participating hospitals)
- check if referee reports have been requested or received for an application
- receive and accept offers online

If you have any questions or issues at any time during the application process, you can contact the OCMO Medical Workforce team at medicalrecruitment@health.wa.gov.au for assistance.

2. Registrar definitions

A registrar may be employed with or without the Part 1 Examination of an appropriate specialist qualification recognised by the Australian Medical Council. Key responsibilities and duties of a registrar are listed in the job description form (JDF), which can be found on the specific registrar job advertisement.

There are different types of registrar positions, including:

- Service registrar

A medical officer who is employed as a registrar according to the medical title cited on the relevant job description form (JDF).

Note: Entry into vocational training positions is separate from service positions except in the case of Royal Australasian College of Physicians (RACP) Basic Physician Training (BPT).

BPT in Adult Internal Medicine: Service registrars are required to secure eligible employment with an accredited training site prior to applying for BPT. For information refer to the Registrar Training website: https://ww2.health.wa.gov.au/Articles/N_R/Registrar-training.

BPT in Paediatrics and Child Health: Entry into the Basic Paediatric Training pathway follows a separate application process. To be eligible for this process, candidates seeking to register with the RACP as a first year basic paediatric trainee are first required to secure employment for 12 months with Perth Children's Hospital (PCH) as a resident or a registrar, or secure employment for 12 months with Fiona Stanley Hospital as a paediatric or neonatal registrar. Prospective trainees, who have accepted eligible employment, will be informed of the BPT selection process by PCH Postgraduate Medical Education (PCH PGME).

The WA RACP Member Support Office can be contacted on 08 6382 0823.

The PCH PGME office is also contactable on 08 6456 0503 or PCH.PGME@health.wa.gov.au.

- Trainee registrar

A medical practitioner who has been accepted into a recognised vocational training post or program with a specialised medical college for the purpose of undertaking specialist training. The position shall be supervised by a member of the relevant medical college or training provider. These positions may be described as advanced, basic or core training dependent on the terminology utilised by the relevant College for the specified training program.

- Senior registrar

A registered medical practitioner who is either appointed as a senior registrar, or a registrar who has obtained an appropriate specialist qualification acceptable to the Australian Medical Council or equivalent recognised by the Director General of Health.

- Fellow

A medical practitioner who has either completed a college training program, or has been overseas trained and exempted from assessments for admission into the college, and has been admitted to fellowship of the college.

3. Important dates

Disclaimer – Please note, if the position is not part of an annual intake, recruitment timelines will vary depending on service needs and hospital requirements.

3.1 2022 Annual intake registrar application dates

Please note that application timeframes may vary.

Process	Fellows / Senior	Service / Trainee
Applications open Application dates may vary for specific recruitments.	Est. 07/05/2021	Est. 28/05/2021
Applications close	Application dates may vary, see the advertisement for the close date and time.	
Notification of selection process outcome (Pool recruitments only) You will be notified whether or not you were assessed as suitable for the position and have been selected for the pool.	Late July / August 2021	Late August / September 2021
Breach period¹	The breach period will be stipulated in the notification letter.	
Standard offers / First round pool offers	Late July / August 2021	Late August / September 2021
General offers Offers for all participating sites and similar vacancies	Late August / September 2021	September 2021
Close of the suitable pool (if applicable) and end of offers	September / October 2021	

¹ Under the Employment Standard a minimum of four working days is required for notifiable employment decisions, where applicable.

3.2 Registrar recruitment estimated timeline – Mid-year / Ad hoc intakes

Timelines vary between registrar recruitments. The time required is impacted by multiple variables such as the number of positions, number of applications received and recruitment methodology. Advertisements may be standard recruitments, limited life pools, open-ended pools or a single advert for a variety of positions within a single health service or specialty.

The majority of registrar positions at WA public hospitals are filled through annual intakes. Mid-year intakes and ad hoc recruitments are used to fill vacancies occurring during the training year. Mid-year intakes are advertised approximately 5-7 months after the annual intake and are typically for general / service registrar roles. Ad hoc recruitments are advertised to fill immediate and short-term vacancies when necessary.

Note: MedJobsWA users can set up email alerts for new MedJobsWA advertisements through the Account Settings / Employment Preferences section of their MedJobsWA Profile.

The table outlines an estimated timeline for mid-year intakes and ad hoc recruitments. The estimated timeline may not apply for open-ended pools. Queries about a specific recruitment, including the timeline, can be directed to the contact/s on the advertisement.

Process	Date
Applications close	Est. 2 – 5 weeks after applications open at 4.00pm AWST unless otherwise stated on the advertisement
Notification of selection process outcome (Pool recruitments only) You will be notified whether or not you were successful / assessed as suitable for the position and have been selected for the pool.	Est. 4 – 8 weeks after applications close
Breach period¹	The breach period will be stipulated in the notification letter.
Offers	Est. 4 – 12 weeks after applications close
Close of the suitable pool (if applicable) and end of offers	Est. 3 – 12 months after applications close

4. Term dates

4.1 2022 Registrar term dates

2 Term Year	4 Term Year	2022 WA Health Registrar Term Dates		
		Start date	End date	Duration
Term 1	Term 1	31 January 2022	8 May 2022	14 Weeks
	Term 2	9 May 2022	7 August 2022	13 Weeks
Term 2	Term 3	8 August 2022	6 November 2022	13 Weeks
	Term 4	7 November 2022	5 February 2023	13 Weeks

4.2 2023 Registrar term dates

2 Term Year	4 Term Year	2023 WA Health Registrar Term Dates		
		Start date	End date	Duration
Term 1	Term 1	6 February 2023	7 May 2023	13 Weeks
	Term 2	8 May 2023	6 August 2023	13 Weeks
Term 2	Term 3	7 August 2023	5 November 2023	13 Weeks
	Term 4	6 November 2023	4 February 2024	13 Weeks

5. Eligibility to work as a registrar in WA

To be considered for a registrar position, you must:

- be eligible to work in Australia
- be eligible for registration with the Medical Board of Australia
Please check the job description form (JDF). A position may have specific registration requirements e.g. general registration.
- demonstrate that you have the qualifications, essential skills, and experience required for the position as described in the JDF and selection criteria.

Registration standards define the requirements that you will need to meet to be registered with the Medical Board of Australia. Requirements such as proof of English competency, completion of an internship, and completion of Australian Medical Council examinations will vary depending on individual circumstances.

For more information see the following:

- The Medical Board of Australia: www.medicalboard.gov.au/Registration-Standards.aspx
- The Australian Medical Council: www.amc.org.au

6. Preparing your application

The advertisement and supporting documents will include essential information on how to apply and any information or documentation that should be included with the application. There may be mandatory attachments.

The advertisement or application form may require you to submit documents such as:

- selection criteria response
- curriculum vitae (CV)
- cover letter
- end of term assessments
- evidence of professional development / education and training attendance
- research evidence
- evidence of citizenship/residency, Medical Board of Australia registration or English competency.

For more information see Attachments and supporting documents (page 13).

The job description form (JDF), 'How to Apply Guide' and other attachments can be found at the bottom of the MedJobsWA advertisement under the Closing Date.

JDF
How to Apply Guide
Other attachments

The JDF outlines the duties and reporting relationships for the position. The JDF also contains the essential and desirable selection criteria. Supporting documents provide useful information about the position, the recruitment process and advice on what to include in an application. For training positions, the advertisement and supporting documents may contain references to training program entry and continuation requirements and links to additional information.

Applications will be considered along with others as part of the competitive process for appointment. Your application should demonstrate that you possess the qualifications, essential skills, and experience required to perform as a registrar in the position that you are applying for.

Tip: You should be aware that the selection process is competitive and submitting a poor-quality application is disadvantageous.

Tip: You should not assume that the panel has prior knowledge of your abilities, competence or experience.

6.1 Selection criteria

Selection criteria outline the qualifications, skills and experience considered necessary to successfully perform the duties of a registrar. These will be outlined in the JDF, which is available through the position advertisement.

You are expected to prepare a statement addressing how you meet each of the selection criterion. This forms a significant part of the merit-based assessment process undertaken by employing hospitals' selection panels. The advertisement may prescribe or recommend a word limit or a maximum number of pages. For each criterion aim for a succinct and focused statement that provides enough detail to clearly demonstrate that your skills and experience will enable you to be capable and successful registrar.

It is very important to address all the selection criteria in your statement (unless otherwise instructed in the advertisement).

Selection criteria may differ with each registrar position. Read the advertisement thoroughly along with any other documentation that is attached to the advertisement as this may contain important information on the selection process and position that you are applying for. You will need to clearly and succinctly address the specific selection criteria requirements to submit a competitive application.

Guides on addressing selection criteria are available from public libraries and online. Government websites such as <https://www.jobsandskills.wa.gov.au/jobs-and-careers/finding-job/applying-job> and <http://www.bom.gov.au/careers/guide2SC.shtml> contain useful tips and instructions on understanding and addressing selection criteria.

Each advertisement has a Contact Person who you can contact if you have any queries about the position or the application process. The contact information can normally be found near the end of the advertisement.

Tip: Don't leave writing your application documents to the last minute. Give yourself time to put together a good and complete application. Practice writing selection criteria and allow enough time to proof and edit your selection criteria before submitting your application.

Selection criteria about equal opportunity are common. You may wish to familiarise yourself with the resources and information available from the:

- Equal Opportunity Commission - <http://www.eoc.wa.gov.au/>
- Disability Services Commission - <http://www.disability.wa.gov.au/> and
- Aboriginal Health, WA Department of Health - <http://ww2.health.wa.gov.au/Improving-WA-Health/About-Aboriginal-Health/Aboriginal-cultural-learning>

6.2 Curriculum vitae

You must attach your curriculum vitae (CV) to your application.

Your CV should include the following:

- educational background (including, where applicable, outcome of English competency examinations e.g. IELTS, OET)
- medical employment history
- list any research, audits, publications or presentations you have undertaken
- professional development, courses or exams e.g. Teaching on The Run (ToTR), Advanced Life Support 1 or 2, Generic Surgical Sciences Examination (GSSE)
- names and contact details of two referees (including at least one previous clinical supervisor).

Check the advertisement for specific requirements regarding referee nominations e.g. Basic Physician Training requires at least one referee to be a Physician.

Tips: Contact your referees for permission before you list them in your application and CV. Do make sure you have the correct contact email address. Do not put the wrong email address and be careful not to mistype the email address of your referee.

6.3 Cover letter

It is optional to submit a cover letter as part of your application unless specifically stated in the advertisement.

When submitting a cover letter, use correct letter formatting, keep it brief and use it to highlight important information you have not addressed in your CV or in the selection criteria.

The advertisement may contain a limit on the number of pages for the cover letter as well as instructions on what information to include. The commonly mandated lengths for cover letters are two A4 pages or 500 words.

The cover letter will be reviewed by the panel as part of the assessment. Topics you may wish to consider covering in your cover letter may include:

- Desired career path and interests – If you are applying for a training position, your cover letter is the ideal place to demonstrate why you should be selected for entry into the training program. Outline your commitment to an aspect of the training and what projects and/or initiatives you have been involved in to prepare for training.

- Specific requirements it would be necessary for the health service to consider such as if you are requesting to work part-time / job share or participate in a part-time registrar research fellowship / service improvement program.
- Any scholarships or rural bonding received and whether you would like this to be considered in rotation allocations e.g. rurally bonded registrar seeking rural rotations as part of an advanced training position.

7. The application process

How to apply for a registrar position on MedJobsWA

- Register with MedJobsWA if a first-time user or update your profile if a returning user
- Prepare your Application
- Apply for the position by completing the application process
- Attach your application (supporting) documents
- Edit and save your application up to the submission/closing date
- Submit your application
- Receive and respond to offers online

7.1 Registering with MedJobsWA for first time users

First time users will need to create a [MedJobsWA](https://medjobswa.mercury.com.au) account by visiting <https://medjobswa.mercury.com.au> and selecting 'Register' at the right of the screen and completing the registration details.

Use your formal name as it appears on your Australian Health Practitioners Regulation Agency (Ahpra) registration, or your medical degree if you are not yet registered with Ahpra. You will then receive an email to activate your account.

Return to [MedJobsWA](https://medjobswa.mercury.com.au) and select 'Login' from the right-hand menu. Log in using your username or email address and password. Select your name in the top right-hand corner to complete your profile information and save your details.

7.2 Returning users

If you have previously used MedJobsWA, you must use the same account to apply for a registrar position as you will have been allocated a unique account ID at this time. Please do not set up a new profile.

Of particular note, if you have previously used a student email address to access your MedJobsWA account, this may no longer be active. It is suggested that you update your details in your MedJobsWA profile and ensure your contact details are current, particularly your current email address.

Once you have created your personal profile in MedJobsWA, it will store basic information in your profile account for your future use should you choose to apply for subsequent medical practitioner roles in WA Health.

7.3 Applying for a registrar vacancy

Go to MedJobsWA and log into your account. Go to the homepage or click on Jobs. On the homepage, scroll down to find the relevant registrar vacancy.

Click on the job title link to access the position details, advertisement, job description form (JDF), selection criteria and application guide. It is recommended that you download these documents to refer to when preparing your application.

Read all the position documents to ensure that you understand the application process. Determine whether you meet the position requirements and selection criteria and whether you can undertake the duties of the role.

To apply for the position, click the 'Apply Now' button at the bottom of the advert, and follow the prompts to complete the application. Read the application form and questions carefully.

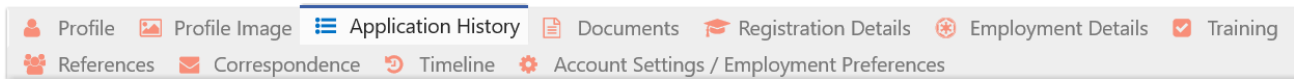


Click 'Save and Exit' to exit the application process at any stage. All information will be saved to this point. Saved, incomplete applications are not automatically submitted at the closing of the application period.

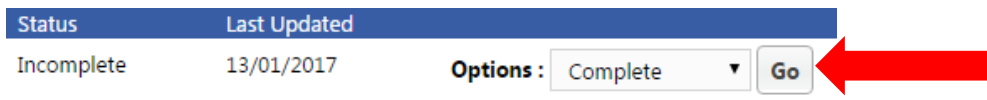
Note: MedJobsWA will log out after 20 minutes with no activity.

Incomplete applications can be edited at any time up to the closing date and time by following the steps below:

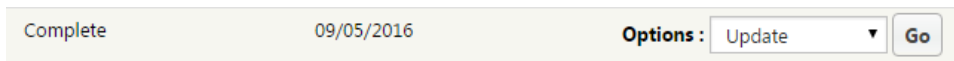
- log in to MedJobsWA
- click your name in the top right-hand corner and select 'Profile'



- select 'Application History'
- next to the relevant application, click 'Go' (the drop-down menu should automatically select 'complete').



Complete applications can also be edited and resubmitted at any time up to the closing date and time by following the steps shown above. However, before you edit you will need to select 'Update,' instead of 'Complete', before clicking 'Go'.



You MUST submit the edited application again.

You can view your submitted application at any time via your 'Profile'.

7.4 Application questions

Below is an outline of information required for a generic registrar application through MedJobsWA. Please note that these may vary slightly for each registrar position.

If at any point during the application, you wish to go back to a previous section, click 'Back' at the bottom of the page. Do not use the internet browser back button as information may be lost.

Name and contact details

- Confirmation of your personal and contact details – this information should automatically populate from your saved profile. Please ensure details are correct and spelt correctly.

Eligibility questions

- Confirmation of your eligibility for registration with the Medical Board of Australia and your eligibility to work in Australia.

Citizenship and residency

- Confirmation of current citizenship and residency which confirms your eligibility to work in Australia

Qualification and registration

- Registration with the Medical Board of Australia – information on your current registration status, Ahpra number and registration type/pathway.

This information may automatically populate from previous applications. Please check that your **registration type** and **number** are correct and that any conditions, notations etc. are recorded correctly.

Note: When entering your Ahpra number, enter the leading zeros.

MED 000123456

- Internship – details of your internship including country you undertook your internship in and year of completion.
- Medical qualifications – details of your primary medical degree including medical school, country of qualification and year of completion.
- English language competency (if applicable) – how you meet the requirements of the [Medical Board of Australia English language skills registration standard](#).

Note: You may be required to attach evidence that demonstrates that you meet the English language skills registration standard. Evidence may be test results e.g. IELTS or OET, proof of secondary and tertiary education in English in a recognised country or other documents that demonstrate compliance with the registration standard.

Referees

- Provide the names and contact details of at least two professional referees. Ensure at least one is a previous manager (e.g. Head of Department) or clinical supervisor. Be aware of any specific requirements regarding referee nominations e.g. Basic Physician Training applications require at least one referee to be a Physician.

Referees will be asked to comment on your clinical competencies, professionalism, integrity and ethical behaviour.

- Ensure you have a valid email and at least one current telephone number for each referee. Referees may be contacted at any time throughout the recruitment process; delays in contacting your referees may hold up the selection process.

Contact your referees for permission before you list them in your application and CV. Make sure you have the correct contact email address. Be careful not to mistype the email address of your referee or put the wrong email address.

- You do not need to attach written references or applications to your application.
- To add referees during the application process, click 'add new referee' and complete the fields as outlined below:

Please provide 2 work related referees with this application.

Referees provided should include details of two professional referees, including one who provided supervision in a clinical placement.

Referees

There are no referees saved in your profile.

[+ add new referee](#)

Enter the details for your first referee and click the save button. Repeat this process for additional referees.

New Referee Details	
* Full Name	<input type="text"/>
* Position Title	<input type="text"/>
* Relationship to you	<input type="text" value="Please Select"/>
* Type of Reference	<input type="text" value="Please Select"/>
* Hospital/Organisation	<input type="text" value="Please Select"/>
* Please provide at least 1 contact number below.	
Business Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
* Email Address	<input type="text"/>

Note: You can check whether referee reports have been requested and received by logging on to MedJobsWA:

1. Log in to MedJobsWA and go to the Application History section of your profile page
2. Click Go to view your application
3. Open the Referees section
4. If it says Not Sent next to a referee, a report has not been requested via MedJobsWA
5. If it says No, the referee has been contacted but a reference has not been submitted via MedJobsWA. You may follow up your referee if you wish
6. If it says 'Yes', the referee has submitted a referee report.

Employment and training

- Medical employment history – details of your recent employment as a registered medical practitioner.

Government employment details

- Details of public sector employment

Note: If you are currently working for a WA Department of Health, health service or hospital you are currently employed in the WA public sector e.g. Royal Perth Bentley Group, East Metropolitan Health Service.

- Details of bonded or return of service obligations.

Career and training intentions

- Postgraduate education and training – current and intended prevocational and vocational training programs and postgraduate study.

Note: Identifying information will only be disclosed to the extent necessary to process and assess your application. Data from your application may be used in planning for the future medical workforce of WA. Understanding how doctors progress through different career paths can help to plan to meet longer term workforce and community needs.

Employment preferences

- If requested, identify your preferred type of employment, contract length and start date.

Note: All offers are made at the employing hospital's discretion and your preferences will be considered, however the employing hospital will make offers pending position availability.

You may be required to work day, evening, night and weekend shifts and participate in on-call rosters.

Availability of part-time employment and/or flexible working arrangements varies across hospitals and departments. It is recommended that you provide information about your employment needs / requests in a cover letter.

Attachments and supporting documents

- It is strongly recommended that you attach the documents requested in the advert, to your application, for example:
 - curriculum vitae (CV)
 - statement addressing the position selection criteria
 - cover letter where requested in the advertisement
If not stated as required, you can submit a cover letter if you believe that it enhances your application.
 - proof of citizenship and residency status (e.g. copy of your Australian birth certificate or passport **and**, if applicable, a copy of your current visa)
 - any other documents that are listed in the advertisement or identified in MedJobsWA as required.
- You may also be required to submit the following documentation where it is specified as a requirement:
 - evidence of English language skills registration standard, where applicable
 - specific roles may request specific documentation for inclusion in your application (e.g. End of term assessments)
 - AMC Certificate and AMC Multiple Choice Questionnaire results, where applicable.

Note: It is recommended you have these documents ready prior to commencing your application.

- Other relevant supporting documents may also be attached at your own discretion to enhance your application.
- The accepted formats of documents are .doc, docx, .pdf and .jpeg.

Note: .pages and .png are not accepted formats.

- It is recommended that you scan and save attachments in advance and allow time to ensure your files are within file size limitations. It is recommended that files not exceed 5MB.
- You are not required to attach completed referee reports.

Declarations

- You will be required to complete a number of declarations in your application pertaining to the requirements and responsibilities of working as a registrar with WA Health and being eligible for registration with the Medical Board of Australia.

7.5 Submitting your application

Allow time to submit your application so that it is successfully lodged and received before the closing date and time. Once your application is successfully lodged, you will receive an email advising that your application is complete.

You can confirm your application status in the 'Application History' section of MedJobsWA. Submitted applications display as 'Complete'.

You can edit and resubmit your application until applications close. After this you will not be able to change your application. If your contact details change, you are able to update these via your 'Profile' at any time (even after the close of applications).

All applications must be submitted by the close of the application period. It is recommended that you print a copy of your application.

Note: Saved applications are not automatically submitted, and late applications will not be accepted.

7.6 Assessment and selection

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. Your 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. If your application is assessed as suitable, your application will be progressed to the next relevant stage depending on the type of recruitment campaign e.g. notice of successful application (standard vacancy) or appointed to the recruitment pool (pool recruitment).

7.7 Suitable applicants

Suitable applicants are placed into a recruitment pool that is created at the completion of the assessment process; you will be notified by email if you are considered suitable for the pool. Please note this is **not a job offer**.

Applicants within the pool will then be considered for specific registrar positions.

7.8 Notification to unsuccessful applicants

If you are not appointed into a registrar position or into a registrar recruitment pool, you will be notified by email once the selection process is complete. The email will inform you who you can contact for feedback about your application or the selection process, if you wish to do so.

7.9 Breach period

If you are not selected for a position that you have applied for, you may want to discuss your application with the employer who reviewed your application. The notification letter you receive will provide information on who to contact.

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 visit: <https://publicsector.wa.gov.au>.

7.10 Offers

Position offers will commence at the conclusion of the breach period. 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.

Where you have been made an 'Offer of Employment' or 'Offer of Training' you will need to accept the offer within the time specified.

The standard time to respond is FOUR business days to accept/reject your offer. If you fail to respond within this time, your offer will be automatically forfeited. Please read the offer carefully as deadlines may vary.

If you do not accept an offer, you may or may not be considered for further offers.

To accept or decline an offer, simply follow the instructions in the offer email. You can check the status of your application and view and respond to offers online.

To view, accept or decline an offer follow 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 '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'
6. 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.

7.11 Withdrawing your application

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

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

We understand that you 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 a registrar position in WA. This gives us time to consider your 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. You will also receive a quick survey to gather information to help us improve the way we manage our medical workforce.

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

8. Review

Version	Effective From	Review Due	Amendment(s)
REG V1.0	18.02.2016	31.05.2017	
REG V2.0	31.05.2017	01.05.2018	21.06.2017
REG V3.0	18.10.2017	01.05.2018	
REG V4.0	09.05.2018	01.05.2019	29.08.2018
REG V5.0 – Annual Intake	08.05.2019	01.02.2019	
REG V6.0 – Annual Intake	27.05.2020	01.02.2021	
REG V7.0 – Annual Intake	30.04.2021	01.02.2022	

9. Authorisation

Approval by	WA Health Medical Workforce Operational Forum
Approval Date	30/05/2021
Date published	30/05/2021
Owner	Medical Workforce – Office of the Chief Medical Officer
Dept. File No	F-AA-62859

For more information:

Medical Workforce

Office of the Chief Medical Officer

Clinical Excellence Division

Department of Health

medicalrecruitment@health.wa.gov.au

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

© Department of Health 2021

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.

healthywa.wa.gov.au