

Application for: **Administration Officer 006121, East Metropolitan Health Service**

**1. Applicant Questions**

**Integrity Check** Have you worked within WA Health in the past? If you answered yes to the above question, please be advised that WA Health undertakes an Integrity Check on all new employees to ensure there has been no previous record of misconduct.

Tick your response(s)

Yes

No

**Criminal Record Screening** It is Department of Health policy that all employees undergo criminal record screening. The screening is carried out by the Department of Health and the cost is borne by the employee.

**Eligibility for Employment** To be eligible for a permanent appointment to the Western Australian public sector is essential that you are an Australian citizen or have permanent residency status in Australia. To be eligible for a fixed term appointment you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract. Eligibility for sponsorship may be considered for some vacancies. You are encouraged to discuss with this the contact person listed in the advertisement. Are you an Australian citizen or permanent resident?

Tick your response(s)

Yes

No

If you answered No to the above question, please provide further details here.

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Advertising Survey To assist Health Support Services in improving our recruitment and selection processes, please indicate where you found out about this position?

Tick your response(s)

- WA Health Jobs Board (www.jobs.health.wa.gov.au)
- WA Jobs Board (www.jobs.wa.gov.au)
- Google
- Yahoo
- LinkedIn
- Seek/My Career/Career One
- Other Website
- Job Opportunities (HCN Intranet)
- Word of Mouth
- Noticeboard Advert
- The West Australian Newspaper
- The Australian Newspaper
- Community Newspaper
- Regional Newspaper
- Other Newspaper
- Professional Journal
- Newsletter
- WA Health "Global" Advert

Aboriginality Are you an Australian Aboriginal or Torres Strait Islander?

Tick your response(s)

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, both Aboriginal and Torres Strait Islander

Do you consent to participating in a survey or providing feedback to assist us in improving our recruitment and selection service?

Tick your response(s)

- Yes
- No

Additional Information Applications for advertised vacancies are assessed against the job-related criteria for the position and a shortlist of applicants is prepared. Applicants selected for further consideration will be notified after the closing date for applications stated in the job vacancy notice. Applicants who are not shortlisted will be notified of the result of their application in writing at the conclusion of the selection process. Applicants for advertised vacancies are to ensure their referees are aware they may be contacted.

Application Attachments To attach your documentation, please select the [Next](#) button at the bottom of this page and follow the instructions on the next screen.

Application Attachments The next screen will ask you for any attachments to your application. Examples of these include a resume, curriculum vitae (CV), and statement against the selection criteria. Please ensure that you are ready to attach these documents and state the number of pages in each document, separated as below: E.g. 1x5, 2.6 (5 pages in the first attachment, 6 pages in the second attachment). Please enter the number of pages per attachment here:

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By submitting this application I am declaring all statements in the application to be true and correct, to the best of my knowledge at the time it was submitted. I acknowledge that the information I am providing will be relied on in assessing my application and if I am appointed to this position, any significant information that is found to be false or misleading may make me liable for disciplinary action including possible dismissal.

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Signature