

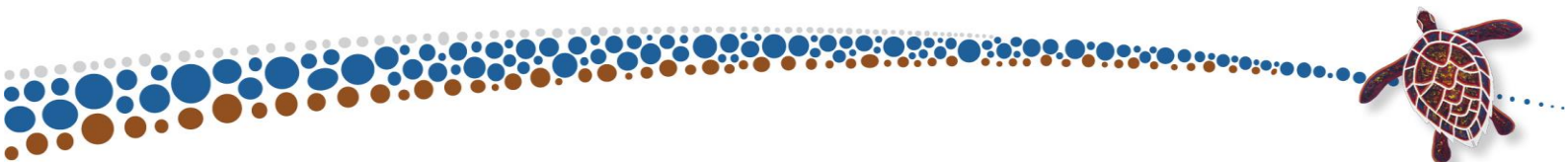


Government of **Western Australia**
Department of **Health**



WA Health

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

- 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

WA Health employs more than 54,000 people and provides health services across the state of Western Australia to over 2.8 million residents in metropolitan, rural and remote areas.

Equal employment opportunity employer

WA Health is an equal opportunity employer committed to promoting equity and diversity in its workforce. We encourage Aboriginal 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 this a great place to work we:

- promote family-friendly work practices
- provide flexible salary and employment conditions
- offer attractive salary packaging arrangements
- value and support diversity in our workforce.

Aboriginal employment

To improve the health and wellbeing of Aboriginal Western Australians, we need more Aboriginal people to be part of our team.

WA Health prioritises the recruitment and retention of Aboriginal people to increase representation in the workforce in all types of roles at all levels.





The recruitment process

We aim to be fair and equitable in our recruitment decisions and match applicant's skills, knowledge, and abilities with the requirements of the job and the needs of the workplace, customer, and community.

Decisions are made in accordance with legislative requirements, including Equal Employment Opportunity and the Public Sector Employment Standard. All decisions are open to review.

The minimum standard of merit, equity and probity is met if:

- the assessment matches a candidate's skills, knowledge, and abilities with the requirements of the job and the outcomes sought by the employer, 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

We understand the application process takes time and care. We want to make the application process as easy as possible for you.

STEP ONE: Before preparing your application read all information provided. Review the role requirements (selection criteria) and the Job Description Form.

Talk to the contact person named in the advertisement to better understand the role.

Finally, ask yourself 'Is this job for me'?

STEP TWO: Provide enough information for the employer to assess your suitability against the requirements of the role.

Check whether you can provide a cover letter and resume or curriculum vitae (CV) to demonstrate your suitability for the role or if you need to also address the selection criteria in a separate statement.

Your resume or (CV) should summarise your work history, qualifications, and education. A well-written resume includes details relating to the role requirements. You could use bullet points to briefly describe your work situation, key responsibilities, tasks, results, and achievements.

If you are required to provide a separate statement addressing the selection criteria, your statement should demonstrate (preferably with examples), your competitive ability to meet the role requirements.

If this is not required you can still choose to provide a statement to better show your suitability.





If you cannot competitively satisfy the role requirements you may be excluded from further consideration.

Provide the name and contact details for at least two referees, ideally one of whom is a current or recent supervisor.

Select referees who know your skills and abilities as the panel will ask them about your suitability. Always advise your referees before nominating them in your application and advise them of the role you are applying for 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 role requirements and you are unsure of your suitability, please talk to the vacancy contact person.

All role-specific requirements are verified before an offer of employment can be confirmed.

STEP FOUR: Complete your application online and attach all supporting documentation which may include a resume or CV, statement addressing the role requirements, and copies of relevant qualifications and certificates.

Ensure you have removed any document protection, such as passwords, before uploading.

Applications for multiple positions must be submitted separately, unless stated otherwise in the advertisement.

For more information

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

Equal Opportunity Commission
<http://www.eoc.wa.gov.au/>

Public Sector Commission
<https://publicsector.wa.gov.au/>





Hints and tips

When compiling your application, consider the following:

- Unless your handwriting is very legible, type your application. If handwritten, black ink is preferred.
- Keep your application concise so your points are clear. Avoid underselling yourself.
- Before adding extra attachments, consider whether they will help demonstrate your suitability.
- Have an independent person review your application before submission. It is easy to take your own experience for granted.
- Keep a copy of your application. It may be useful to refer to during an interview if you are shortlisted.

Application checklist

- Application form is complete and attached (if applicable). This is not required for online applications.
- Current resume or curriculum vitae is attached.
- Statement addressing the selection criteria is attached (if applicable).
- Copies of relevant qualifications are attached (if applicable).

Lodging your application

Applications can be submitted online via the advertisement link (preferred) or by mail.

Emailed or late applications will not be accepted.

Allow plenty of time to prepare and submit your application in case of unexpected delays.

We encourage you to apply online at www.jobs.wa.gov.au

- Click on the title of the vacancy you wish to apply for and follow the prompts.
- You can attach up to 8MB of files in MS Word, MS Excel, Adobe PDF, JPEG or GIF formats.
- If you have attempted to apply online and experienced technical difficulties please contact HSS on 13 44 77 before the vacancy closing time.
- Consultants are available until 4.45pm, Monday to Friday (excluding public holidays).

Please do not hand-deliver, mail or fax your application to the site where the job is located.





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 or recommended for appointment you will be notified in writing, by mail or email, at the conclusion of the selection process.
- Monitor your email folders (including Junk) for correspondence regarding results and/or delays to a process.
- You are encouraged to seek feedback from the panel contact provided with your notification letter.
- WA Health recruitment processes allow a limited time for unsuccessful applicants to lodge a *Breach of Standard* claim against the process. Details are provided with your notification letter.
- To withdraw your application, please advise Health Support Services in writing. Include the position number or reference number, your full name, address, contact phone number, and email address.

Pre-employment screening

Recommended applicants will be provided with an offer of employment and paperwork to enable HSS to complete the pre-employment checks required to confirm appointment.

Criminal record screening

All WA Health employees are required to undergo criminal record screening before being appointed. New screening is coordinated by Health Support Services and a fee is deducted from your wages to cover charges from the federal provider.

Your HSS recruitment consultant will provide paperwork and assist you with this process. Existing clearances may be considered.

Working with children clearance

Working With Children (WWC) screening requirements are stated within the advertisement. Anyone working in a child-related role must hold a WWC card in addition to a criminal record screening.

WA Health wishes you all the best in your employment search.

Produced by Health Support Services
Customer Improvement Team
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