

At the interview you will be given the opportunity to ask questions about the position. The questions offer candidates the chance to demonstrate their interest in, and understanding of the position and its duties. At this stage you may also present information to the panel which you feel assists your application.

If you are offered an interview and you have special needs (for example: wheelchair access to the building, interpreter for hearing impaired persons) you should inform the person who contacts you or ring the number identified for enquiries.

OTHER ASSESSMENT TOOLS: As part of the assessment process, the interview panel may deem it appropriate to utilise additional assessment tools. These may include (but are not limited to):

Audio Typing tests;
Numeracy/Literacy tests; and/or
Personal Profile analyses.

These tools will also be applied consistently and equitably across all short-listed applicants.

REFEREE REPORTS: If you are considered to be the recommended applicant, comments as to your demonstrated ability will be sought from your nominated referees. Referees will be required to confine their comments to direct knowledge of you. Therefore, it is important that you nominate current referees who are able to discuss your suitability in relation to the selection criteria. Consider providing them with a copy of the position description so that they are prepared to provide relevant information to the selection panel.

POST SELECTION FEEDBACK: Applicants may request feedback regarding their application and/or assessment. Any feedback provided will be in relation to your individual performance. No feedback will be provided in relation to the performance or otherwise of the other applicants.

LATE APPLICATIONS: Under normal circumstances, late applications are not considered. Please ensure your application reaches the Health Service by the specified closing date.

NOTIFICATION: Should you wish to confirm that your application has been received, please phone the person identified as the recipient of the applications. This person will be the individual nominated in the advertisement, and will *usually* be the Human Resource Manager.

APPLICANT CHECKLIST: Please *ensure* that you have:

- Read and understood your copy of the position description and the selection criteria;
- Researched the position thoroughly;
- Addressed the selection criteria;
- Completed and signed the Application for Employment Form;
- Attached an up to date copy of your Resume or Curriculum vitae with *Certified copies* of relevant supporting documentation;
- Presented your application in a neat, concise and clear manner.
- ***DO NOT*** submit your application in any form of binder.
- ***ALL applications should be stapled in the top, left-hand corner.***
- Prepared original supporting documentation and any relevant proof of identity (to bring to interview); and
- Despatched your application to ensure it will arrive in a timely manner prior to the closing deadline and is addressed to the nominated Health Service contact.

Human Resource Director
Albury Wodonga Health
PO Box 156
Wodonga Vic 3689
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Information for Job Applicants



Albury Wodonga Health (AWH) is responsible for the promotion of health and well-being of people within our community and ensuring that our health services are of a high quality, equitably delivered and regularly reviewed.

Thank you for your interest in applying for a position with AWH. These guidelines have been published to assist you with your application.

Please ensure that you follow all directions carefully. Failure to do so may render your application ineligible for consideration.

Appointment decisions within AWH will be based on Equity and Merit

Guidelines for Job Applications

APPLYING FOR THE POSITION: You need to apply in writing for the position. Your application will be used to decide whether you will be successful in gaining an interview. A good application gives you the opportunity to show why you believe you are the best person for the job and how your knowledge, skills and experience meet the selection criteria.

Your application **MUST** contain the following minimum requirements:

- A letter of introduction;
- Addressing of the selection criteria;
- A copy of your current resume or curriculum vitae which should include the names and contact details of at least two (2) current or recent professional referees;
- Certified copies of any qualifications and additional supporting documentation; and
- A completed and signed “Application for Employment Form”.

Failure to provide these minimum requirements may render your application invalid.

Before writing your application, you should take the following steps:

- *Telephone the nominated person for enquiries.* More information about the position is available from this person. Read through the position description first, then ask them any questions to clarify your understanding of the role.
- *Other preparation.* Get as much additional information as you need to write a good application.

CRIMINAL RECORDS CHECK: Some positions within the Health Service require the successful applicant to undergo Criminal Record Screening. Outcomes of this process will not necessarily exclude the recommended applicant from

appointment. Any positions requiring Criminal Record Screening will normally have this identified within the Position Description document.

WRITING YOUR APPLICATION: You need to write your responses to the selection criteria to show the selection panel that you have the right mix of knowledge, skills and experience for the position. It is recommended that you make a separate heading for each criterion and then describe your knowledge, skills and experience for each one. Emphasise your major achievements and use positive language when talking about yourself.

It is important that you understand the meaning of key words used in Selection Criteria:

Demonstrated Knowledge: You need to give examples that prove you have knowledge in this area.

Ability to: You do not need to actually have done this type of work before, but your knowledge, skills and experience must show that you are capable of doing the work. Describe activities that you have undertaken which prove you could do this kind of work.

Experience in: You have to show when and how you have done this work before and give examples of your experience.

Effective, Proven, Highly Developed, Superior: These are all asking you to show your level of achievement. Give as much detail as you can, using examples of your achievements to show your knowledge, skills and experience.

AWH requires all employees to have an awareness of the principles and practices related to: **Equal Employment Opportunity (EEO), Quality Improvement, Occupational Health and Safety and Infection Control** as they relate to their position.

APPLICATION FOR EMPLOYMENT FORM AND RESUME/CURRICULUM VITAE: You need to complete the AWH Application for Employment form. You must also provide a current and complete copy of your resume or curriculum vitae which includes: qualifications, professional affiliations, registrations, employment history, a copy of your driver’s licence and name and contact details of three (3) current/recent professional referees.

Personal information such as marital status, number of dependents etc is not relevant to the requirements of the position and are therefore not required to be included in your application.

If you intend to apply for more than one position, a complete application should be submitted separately for **each** position.

SELECTION PANEL: Each selection panel comprises members who have the expertise to make a sound decision in a fair and impartial manner. The panel will usually consist of 3 members. One member of the panel will have detailed understanding of the position in question, one member who has sound understanding of the recruitment process and expectations and someone to provide balance and an independent view.

INTERVIEW: The most suitable applicants (short-listed based on their written application) will be called for an interview where their strengths and weaknesses in relation to the selection criteria will be further assessed. The purpose of the interview is to enable the applicant to expand on the information presented in their application and to enable the panel to gather further information for the assessment process so the panel are able to make an informed decision. The interview will be structured and all applicants will be asked the same set of prepared questions that are based on the selection criteria.