

HOW TO APPLY

If you have any questions about an advertised position, please telephone the contact person nominated, located at bottom of each position.

1. What to provide with your application:

Your covering letter should include:

- The title and reference number of the position you are applying for
- Your full name, address and day time contact number
- A statement addressing the requirements set out in the Position Description

Your resume should include:

- Relevant work experience (including a brief summary of achievements and responsibilities).
- Your education and training achievements, including any education currently being undertaken, and professional memberships held.
- Names and contact numbers of three current referees (wherever possible, one should be a current/recent manager/supervisor and should have knowledge of your work experience).
- Any other information that you feel is relevant to your application.

2. Sending your application:

Before starting you application online please ensure that you have your Cover letter and Resume ready to upload. These files must be in Microsoft Word 2003 (.doc), Adobe Acrobat (pdf) or Rich Text Format (.rtf). The filenames must only contain the letters A-Z or numbers 0-9 and be less than 200kb in file size. All applications are to be submitted online via our online recruitment site.

If you do not have access to the internet, a written application can be posted. Please mark your application as Private and Confidential and post to:

Human Resources – Job Applications
PO Box 281
GEELONG VIC 3220

Applications close at 5pm on the advertised closing date, which is advised online.

3. Short listing:

The selection committee assesses all applications against the selection criteria, and will shortlist for interview those who best meet the criteria.

4. Interview

If you are selected for an interview, usually you will be contacted within 21 days of the advertised closing date. You will be advised of the interview date, time, panel members and venue.

5. Pre-employment Checks

Pre-employment checks may include:

- Reference check
- A National Criminal Record Check – undertaken by Barwon Health through www.fit2work.com.au
- A medical assessment
- Working with Children Check (where relevant to role applied for)
- An Australian Work Eligibility check
- Sighting and/or copy of qualifications
- Sighting and/or copy of Photo Identification

6. Notification

- Once a decision has been made, the successful applicant will be offered the position verbally and in writing.
- After the successful applicant has accepted the offer, interviewed applicants will be notified of the outcome of their application by telephone.
- Unsuccessful applicants will be notified via email or post if a manual application (Please note that 'free' email accounts e.g. hotmail, yahoo may automatically filter emails into your junk/spam box – please ensure that you check these folders).

