



**CENTRAL
GIPPSLAND
HEALTH**

Central Gippsland Health

Job Application Guide

Careers at Central Gippsland Health

Thank you for your interest in employment with us.

Your application is an important part of what is generally a competitive job application process, therefore it's important that you submit a well thought out application which gives you the best chance of success - but first, a bit about us...

Central Gippsland Health (CGH) is a sub-regional health service and the major provider of health and aged care services in the Wellington Shire. CGH provides acute care as part of an integrated service delivery model across Wellington Shire and beyond. The service provides beds across three campuses (Sale, Maffra and Heyfield).

Acute services include a full time emergency department, critical care unit, neonatal critical care unit, three operating theatres, day procedure unit, oncology and dialysis services, in addition to general medical services and sub-acute services, including rehabilitation.

We offer a range of clinical and non-clinical roles in nursing, medical, allied health, community care, administration and pharmacy, just to name a few.

CGH is also a teaching hospital, affiliated with Monash University's School of Rural Health and provides placements and clinical experience for students.

CGH supports Equal Opportunity Employment and values inclusion and diversity. The health service encourages people from different cultures, backgrounds and disabilities to apply for the advertised positions.

That's who we are. Now we would like to know about you! The following information is provided as a guide to help give you the best chance of success in your application for a job vacancy.

Applying for a Job at CGH



Before you commence your application, download and read this guide. It will help you find all of the information you need to make the best possible job application.

Each vacancy provides a summary of the role, an attached position description, the employment type and any other important information you need, for you to decide if you want to apply for the position and if you are likely to meet the essential criteria of the position.

Each position will provide the contact details of a staff member who can provide you with further information about the role. If you have any questions about the role, please contact the staff member concerned.

You will be required to apply for a CGH vacancy through our online application system by visiting our careers page found at www.cghs.com.au (it's under the Health Professionals link at the top of the page).

To apply for a vacancy:

1. Click on the title of the position you would like to apply for
2. Click on the 'apply now' button at the bottom of the page
3. Review the position details and click 'next'. Note: if you haven't logged in or registered you will be prompted to do so before you can go any further
4. Provide your full name and contact details and click 'next'
5. Provide your address and click 'next'
6. Enter your employment details, upload any appropriate registrations and click 'next'
7. Upload your resume, cover letter and any other applicable documents and click 'next'
8. Add your referee details and click 'next'
Note: We will not contact your referees without your permission
9. Answer all Pre-Screening Criteria questions and click 'next'
10. Answer all Equal Opportunity Employment questions and click

Version: 2

Reviewed by: General Manager Human Resources

Date for Review: September 2020



Equal Employment Opportunities

CGH supports Equal Employment Opportunity by recognising and valuing inclusion and diversity. The hospital encourages all people from different cultures and backgrounds to apply for our advertised positions. Aboriginal and Torres Strait Islander descent applicants are encouraged to apply. Successful appointment will be based on merit and satisfactorily passing a Police Check and Working with Children's Check.

Application and Selection Criteria

Your application should include a covering letter, resume and response to key selection criteria provided in the position description.

Advertised positions at CGH will either have a series of questions which make up specific selection criteria, or where these are not specified, applicants are expected to provide a statement that addresses the technical capabilities of the role. It is not expected that you respond to each dot point under each technical capability heading, rather it is expected that you respond to the particular capability heading and use the dot points as a guide.

The purpose of having criteria is for you as an applicant to tell us how you meet the responsibilities/capabilities of the advertised position. This is a mandatory requirement. Failure to address this aspect may result in your application being unsuccessful.




If you have queries regarding your application, contact the staff member identified as a contact for the role or Human Resources.

Cover Letter







Your cover letter is the first item of your application that will be reviewed. The cover letter allows you the opportunity to quickly introduce yourself and briefly outline why you are interested in this position and what key skills you would bring to the role.

You should use your cover letter to match your skills, education and experience with the requirements of the position.

Your cover letter should be no more than one page and should be customised specifically to each role you apply for.

| Information you should provide in your resume | Information you should not provide in your resume |
|---|---|
|  Name |  Date of Birth |
|  Contact Details |  Marital status |
|  Employment History |  Gender |
|  Education History |  Health status |
|  Referee details |  Political affiliation |
|  Qualifications and/or certificates relevant to the role |  Religious status |

Information you **should** provide in your cover letter

-  Name
-  Contact Details
-  Role Applying For
-  Job Reference Number
-  Summary of your experience and skills
-  Summary of why you are the best person for the role

Resume

Your resume should provide us with a summary of your employment history and enough information that demonstrates you have the experience and qualifications that will allow you to meet the criteria of the position.

Your resume should be in English and clearly formatted to allow easy reading of your application and for the reader to assess your skills and experience. We recommend you consolidate your resume to ensure your application suits the position you are applying for.

Make sure your resume and application are without spelling or grammatical errors and is in an easy to read font and style.

Section your resume and provide all information ordered by date, beginning with your most recent activities.

Version: 2

Reviewed by: General Manager Human Resources

Date for Review: September 2020

The Selection Process

Preparing for Interviews

To prepare for an interview you should:

- Ensure you have reviewed the advertisement and position description for the role and have a good understanding of what the role will entail
- Think about the strengths, skills and experience you bring to the role and the opportunities it presents to you
- Know your resume and your application. The interviewers will be assessing your responses against your written application to ensure your skills and abilities match your resume
- Visit the CGH website and be familiar with the organisation (i.e. read the organisation's Annual Report or Quality of Care Report)
- Prepare a list of any questions you may have about the role
- Ensure you wear suitable interview attire
- Ensure you arrive at least 5 minutes before your interview time

Attending an Interview

The selection panel is usually made up of three people. A manager or senior staff member from the team you will be employed in and two other members. Usually one of these will be independent from the role you are applying for. The panel will provide you with further insight into the role as well as ask you questions designed to give you an opportunity to explain how your skills and abilities meet the criteria. You will also have the opportunity to ask any questions you may have.

Interviews are not a test, so the panel will be trying to make you feel less anxious about the process. It's OK to be nervous. Most people who attend an interview are, but try and reign in the nerves by breathing deeply, as this will allow you to think clearly.

When you attend the interview:

- Listen carefully to the questions asked and make sure you answer the question in full. It's OK to ask the panel member to repeat or clarify the question
- If you have been asked a two part question, make sure you answer both parts
- Most interviews will ask behavioural questions which will enable you to describe your experience, knowledge and capabilities in areas relevant to the job. Make sure you have relevant examples ready.
- Avoid using yes and no answers and elaborate as much as possible when responding to a question
- Do not assume the selection panel know your skills and abilities just because they have read your application or have worked with you previously. They will be expecting you to provide them with this information again, verbally and in more depth.

Referees

You should provide at least two referees with your application (preference is three). At least one of the referees should be a direct line manager from a previous employer.

Notification of Appointment

Once all of the interviews and reference checks have been conducted and a decision has been made that you are the successful candidate, you will receive a letter of offer outlining the terms and conditions of employment, along with commencement documentation.

Unsuccessful Applicants

All unsuccessful candidates will be advised of the outcome of their application via email.

Employment Related Checks

Criminal History Check

Prior to Commencement

CGH has a responsibility to employ citizens of good standing. A Police Record Check will be required for all external appointments in accordance with the relevant CGH policy.

Applicants with a police record shall not automatically be precluded from being the successful candidate and will be reviewed on an individual basis. The cost of a Police Record Check is borne by the applicant/employee. A renewal of the check will be undertaken every three years.

Additional Aged Care Requirements

It is a legislative requirement under the Commonwealth Aged Care Act 1997 that all personnel providing services in an aged care facility shall undertake a Police Record Check every three (3) years. The cost of a Police Record Check is borne by the applicant/employee.

Any applicant who is to undertake a position within Aged Care can be precluded from employment under the Aged Care Act 1997 if they:

- refuse a police record check
- have a conviction for murder or sexual assault
- have been convicted of, and sentenced to imprisonment for, any other form of assault.

Working with Children Check

The Working with Children Act 2005 (VIC) requires that people who work or volunteer in 'child-related work' shall apply for and pass a Working with Children Check (WWCC). The WWCC is administered by the Department of Justice and checks a person's history to make sure they do not have any relevant criminal offenses or findings from professional disciplinary bodies which may mean they are not suitable to work with children.

The cost of a WWCC is borne by the applicant/employee. If you are successful in a position with CGH that meets the WWCC criteria, you will be expected to provide a WWCC prior to your commencement date.

Medical Assessments

The Employer is responsible for providing a workplace that is safe and without risk to health for Employees, so far as is reasonably practicable. Each Employee is responsible for ensuring that they are fit to perform their duties without risk to the safety, health and wellbeing of themselves and others within the workplace. In the event that CGH forms a reasonable belief, as defined, that you may be unfit to perform the duties of the position you have been successful for, you may be required to provide further information from your treating practitioner. The cost of obtaining this information is borne by the applicant/employee.

Independent Medical Assessments

In some circumstances you may be requested to attend an independent medical assessment by CGH. The cost of an independent medical assessment is borne by CGH.

Additional Information

Eligibility

To be eligible for an appointment with CGH, a successful applicant must hold:

- permanent residency of Australia
- Australian citizenship
- New Zealand citizenship
- Work Visa

Overseas Qualifications and Visas

Sponsorship is considered on a case by case basis and in line with the requirement outlined by the Department of Border Protection and Immigration. If you require visa sponsorship for a position at CGH, you must ensure you discuss this with the hiring manager.

Further Questions

After reading this guide, if you still have questions please contact the person identified in the position you wish to apply for. The contact employee's details are included in the advertisement or on the front page of the Position Description.

If you are having difficulties accessing the system or lodging an application, please contact the Human Resources department.